Olmsted County Public Works Department
*e*Permitting

Moving Permit Application

User Reference Manual

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Introduction

The Olmsted County Public Works Department has implemented an *e*Permitting application for moving permits. The *e*Permitting application is an internet based moving permit where an applicant submits a moving permit application through a website. The paper form of the Olmsted County moving permit application will no longer be available. Moving permit applications will only be accepted through the *e*Permitting application. The *e*Permitting application will provide more efficient and timely processing of moving permit applications. It will also allow Users to print moving permits directly from their personal computers.

The Olmsted County moving permit is composed of the following permit types. Each permit is charged a single, one-time fee.

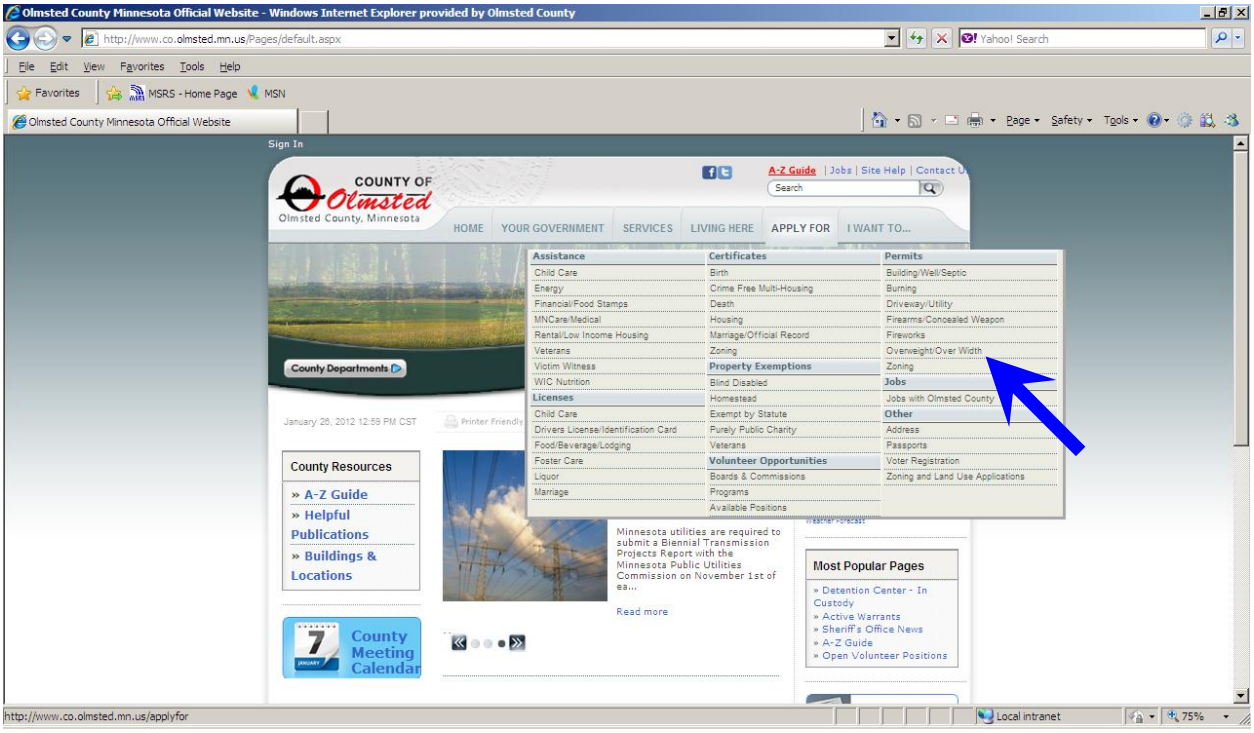
Permit Type	Description
Annual Permit	Unlimited moves allowed per permit.
Single Trip Permit	One move allowed per permit.

The Annual permit is designed for frequent users of the Olmsted County moving permit. An example of a typical user would be a transportation company that frequently moves oversize/overweight loads during the year. The Single permit is designed for infrequent users and for loads that exceed the Annual Permit weight and size limits . This reference manual provides instructions for creating a new user account, submitting a moving permit application, and managing your moving permits.

The *e*Permitting link is located on the Olmsted County website at the following address:

https://permitting.co.olmsted.mn.us

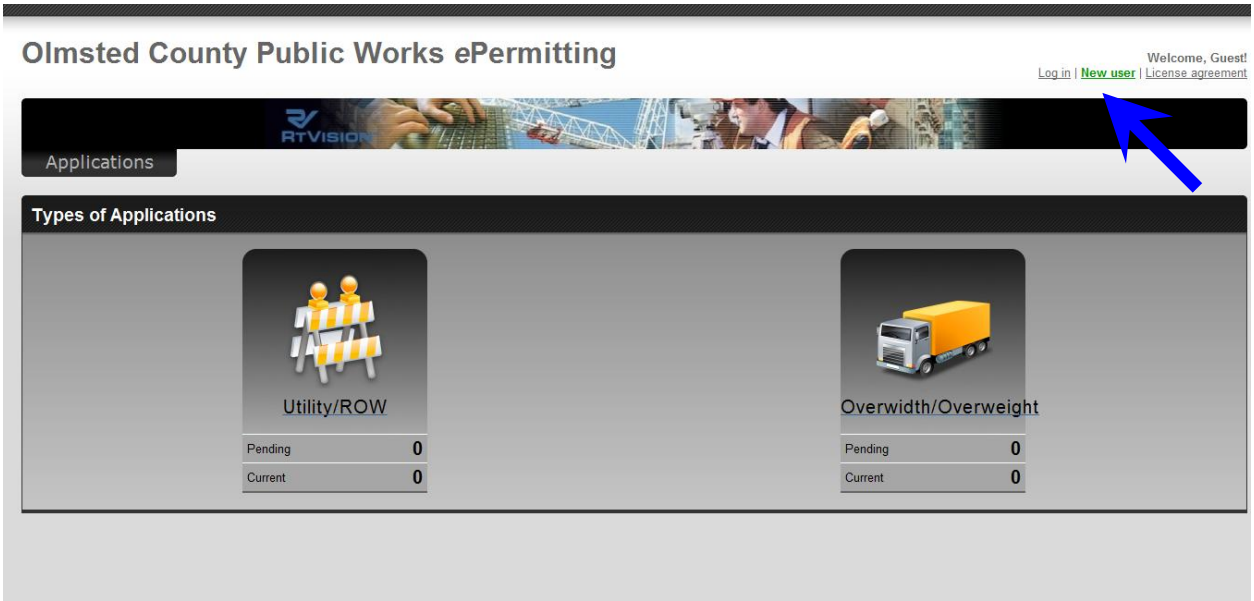
From the "APPLY FOR" drop down menu, under "Permits" Click on "Overweight Over Width". This will take you to the *e*Permitting Page.



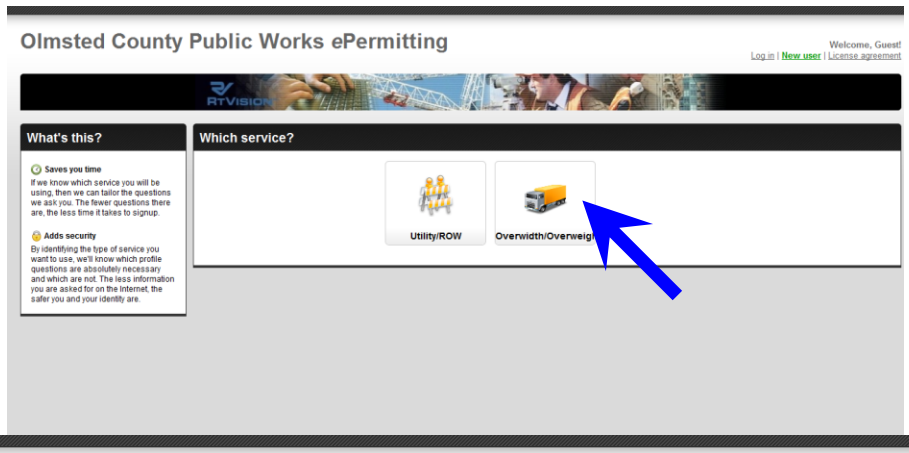
New User Account Set-Up

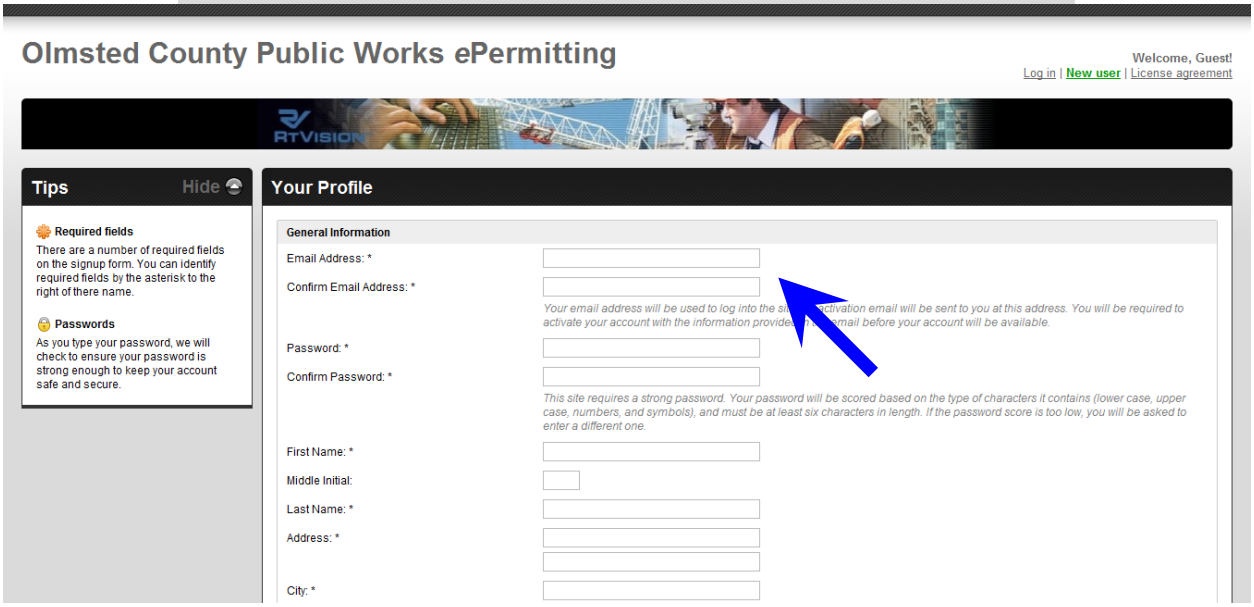
You are required to possess a user account to submit a moving permit application. Setting up a new user account is free. You must possess a valid email address to create a user account. It is recommended that you create one user account for your company.

To create a new user account, click "New User" in the upper right corner of the *e*Permitting application.

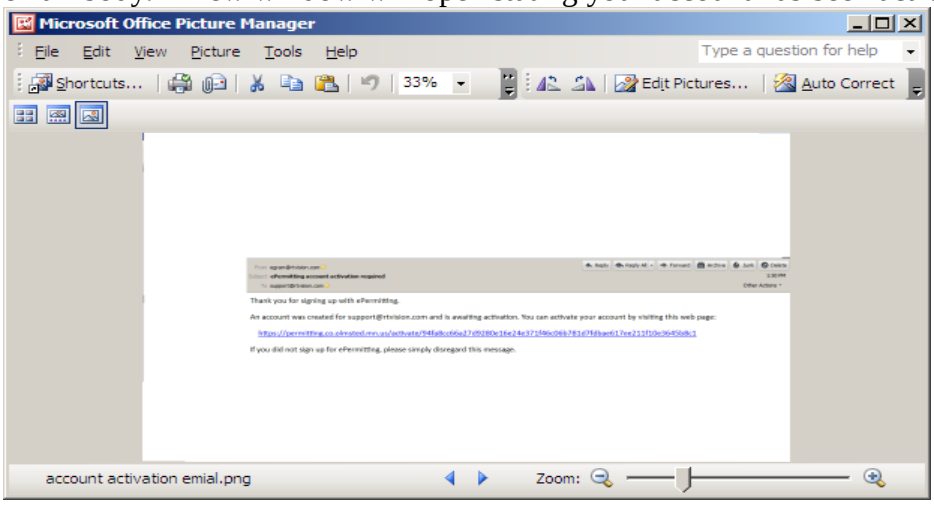


Enter your profile information into the spaces provided. Make sure you save your email address and password because they are required to log into your user account.


Olmsted County Public Works ePermitting
Welcome, Guest!
Log in | New user | License agreement
RTVISION
What's this?
Saves you time
If we know which service you will be using, then we can tailor the questions we ask you. The fewer questions there are, the less time it takes to signup.
Adds security
By identifying the type of service you want to use, we'll know which profile questions are absolutely necessary and which are not. The less information you are asked for on the Internet, the safer you and your identity are.
Which service?
Utility/ROW
Overwidth/Overweigh


Olmsted County Public Works ePermitting
Welcome, Guest!
Log in | New user | License agreement
RTVISION
Tips
Hide
Required fields
There are a number of required fields on the signup form. You can identify required fields by the asterisk to the right of there name.
Passwords
As you type your password, we will check to ensure your password is strong enough to keep your account safe and secure.
Your Profile
General Information
Email Address: *
Confirm Email Address: *
Your email address will be used to log into the site. An activation email will be sent to you at this address. You will be required to activate your account with the information provided in the email before your account will be available.
Password: *
Confirm Password: *
This site requires a strong password. Your password will be scored based on the type of characters it contains (lower case, upper case, numbers, and symbols), and must be at least six characters in length. If the password score is too low, you will be asked to enter a different one.
First Name: *
Middle Initial:
Last Name: *
Address: *
City: *

After completing your profile information, click "Submit" at the bottom of the page. After you submit your information, you will receive an email stating the new *e*Permitting account must be activated. To activate your account, open the email and click on the web link contained in the email body. A new window will open stating your account has been activated.

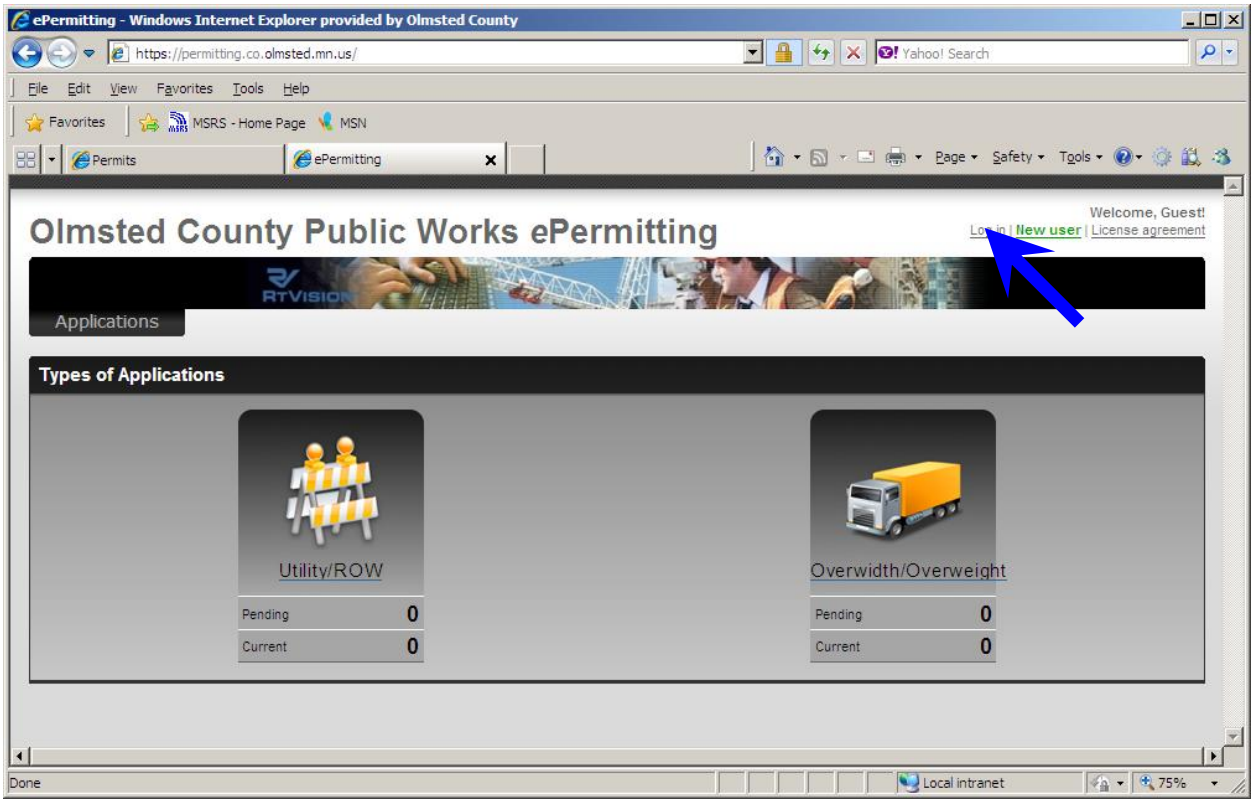


Before submitting your first moving permit application, you must submit a current certificate of insurance for your company to the Permit Administrator. You may mail, fax or drop off the certificate of insurance at Olmsted County Public Works. See the Resources section of this Manual for contact information. Upon submission of a current certificate of insurance, the Permit Administrator will verify your account. You must also maintain a current certificate of insurance with Olmsted County.

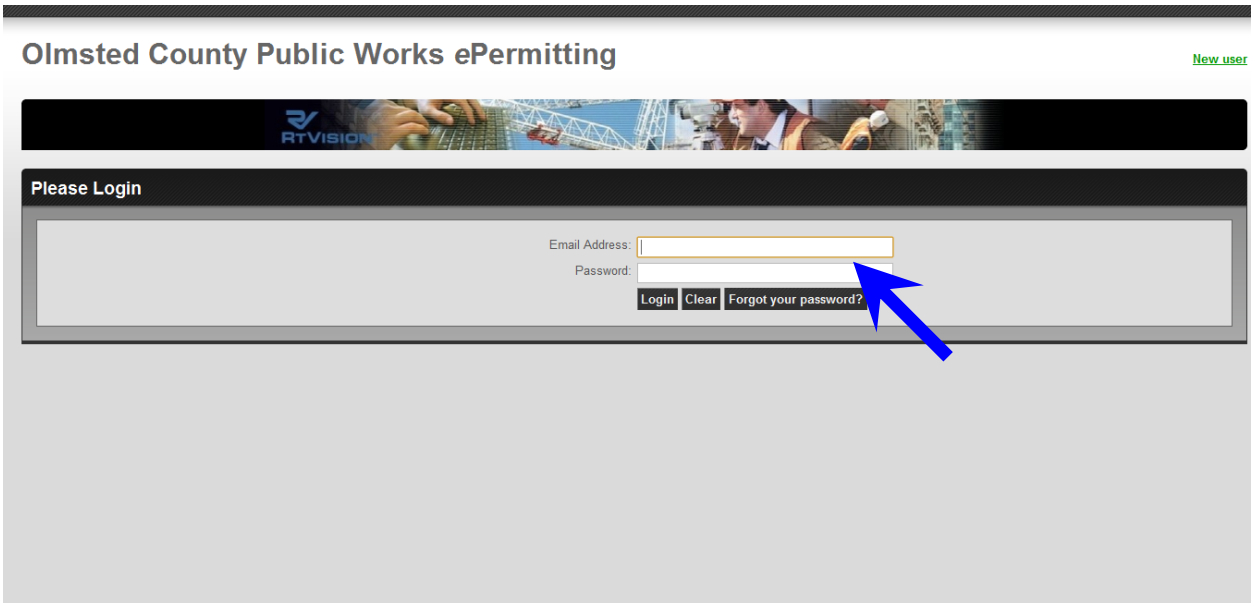
YOU MAY NOT SUBMIT A MOVING PERMIT APPLICATION UNTIL YOUR ACCOUNT HAS BEEN VERIFIED BY OLMSTED COUNTY.

Account Log-In

To log into your user account, click "Login" in the upper right corner of the *e*Permitting application.

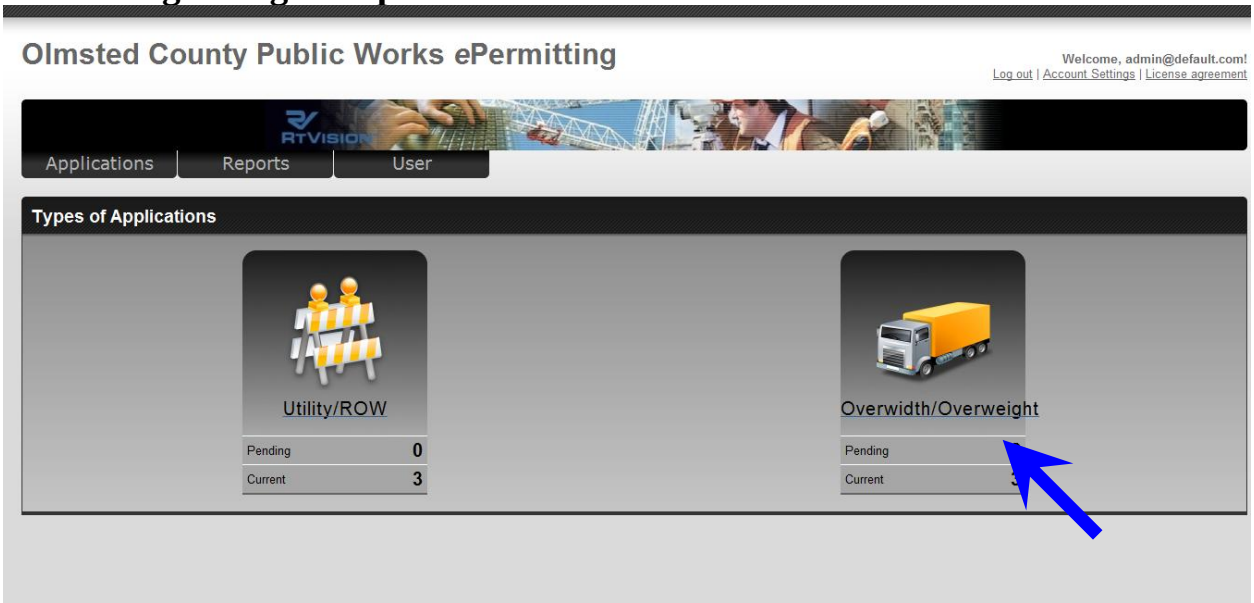


Enter your email address and password then click “Login”. When you are logged in, you may change your password at anytime by selecting “Change Password” under “User”. Make sure you save your password. If you lose your password, contact the Permit Administrator at 507-328-7070.


Olmsted County Public Works ePermitting
New user
RTVISION
Please Login
Email Address:
Password:
Login
Clear
Forgot your password?

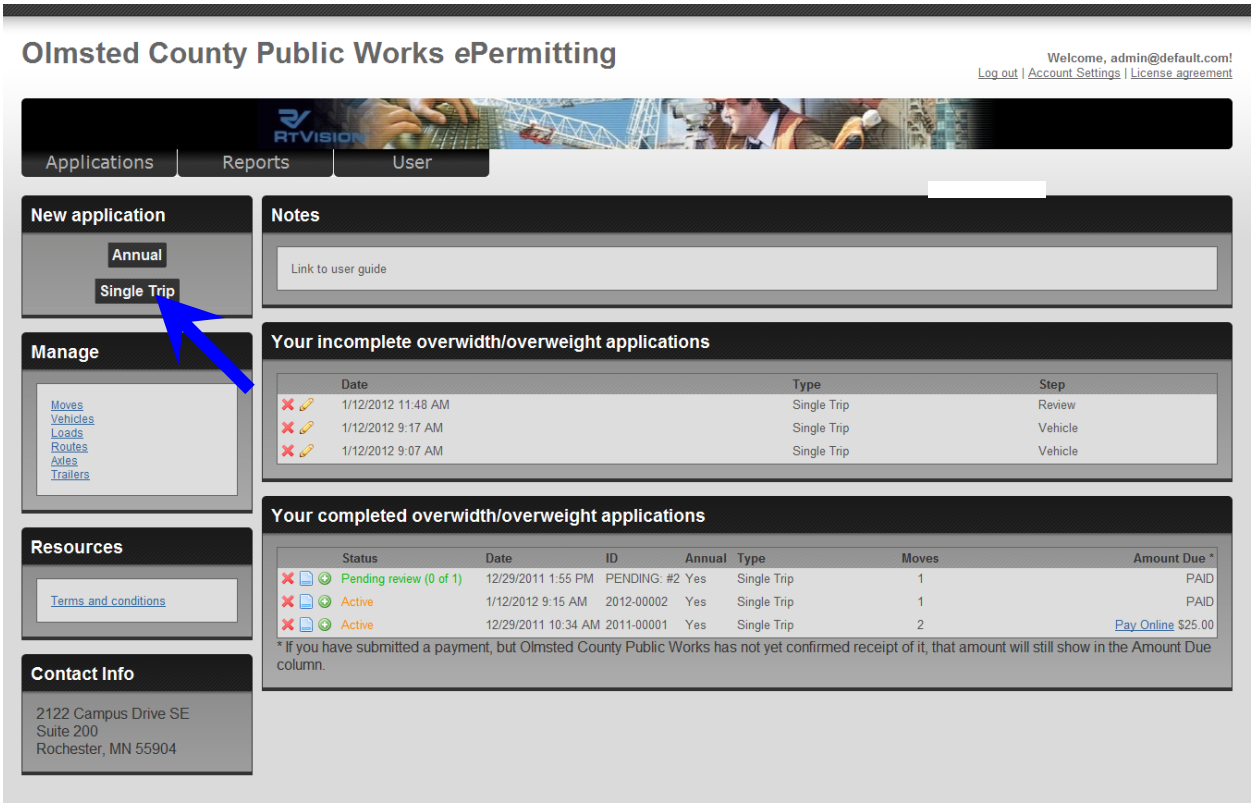
SINGLE TRIP PERMIT

Submitting a Single Trip



Permit Application

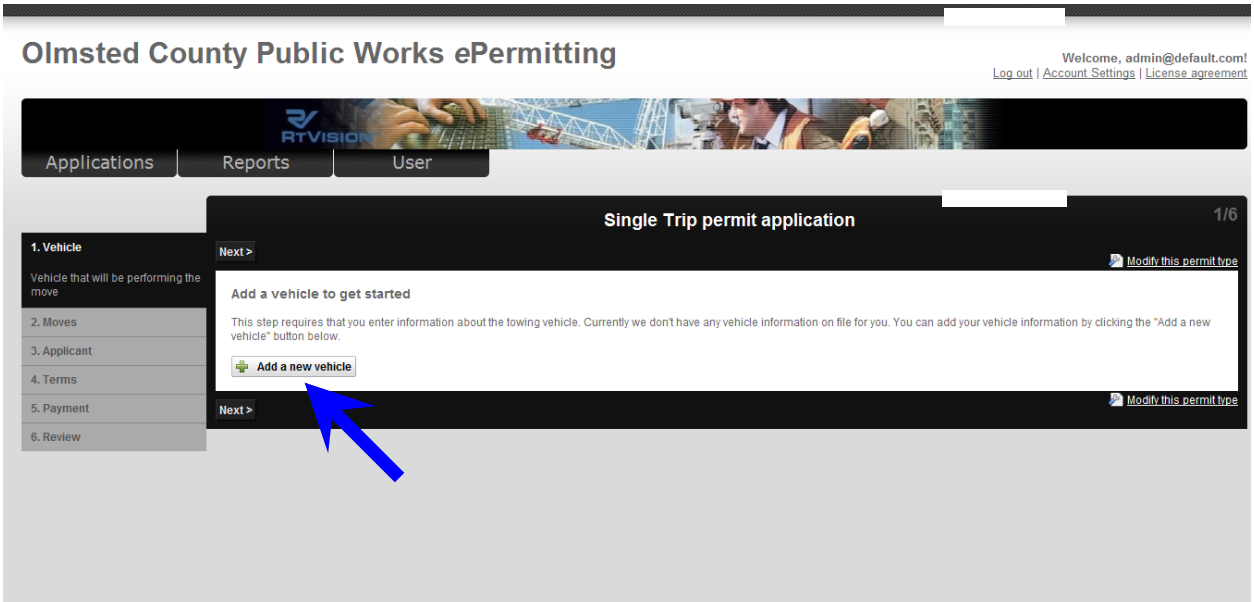
Log into your user account. You will be automatically directed to the main *e*Permitting site. Click on the Overwidth/Overweight application.


Olmsted County Public Works ePermitting
Welcome, admin@default.com!
Log out | Account Settings | License agreement
RTVISION
Applications
Reports
User
New application
Annual
Single Trip
Manage
Moves
Vehicles
Loads
Routes
Axles
Trailers
Resources
Terms and conditions
Contact Info
2122 Campus Drive SE
Suite 200
Rochester, MN 55904
Notes
Link to user guide
Your incomplete overwidth/overweight applications
Date Type Step
1/12/2012 11:48 AM Single Trip Review
1/12/2012 9:17 AM Single Trip Vehicle
1/12/2012 9:07 AM Single Trip Vehicle
Your completed overwidth/overweight applications
Status Date ID Annual Type Moves Amount Due *
Pending review (0 of 1) 12/29/2011 1:55 PM PENDING: #2 Yes Single Trip 1 PAID
Active 1/12/2012 9:15 AM 2012-00002 Yes Single Trip 1 PAID
Active 12/29/2011 10:34 AM 2011-00001 Yes Single Trip 2 Pay Online $25.00
* If you have submitted a payment, but Olmsted County Public Works has not yet confirmed receipt of it, that amount will still show in the Amount Due column.

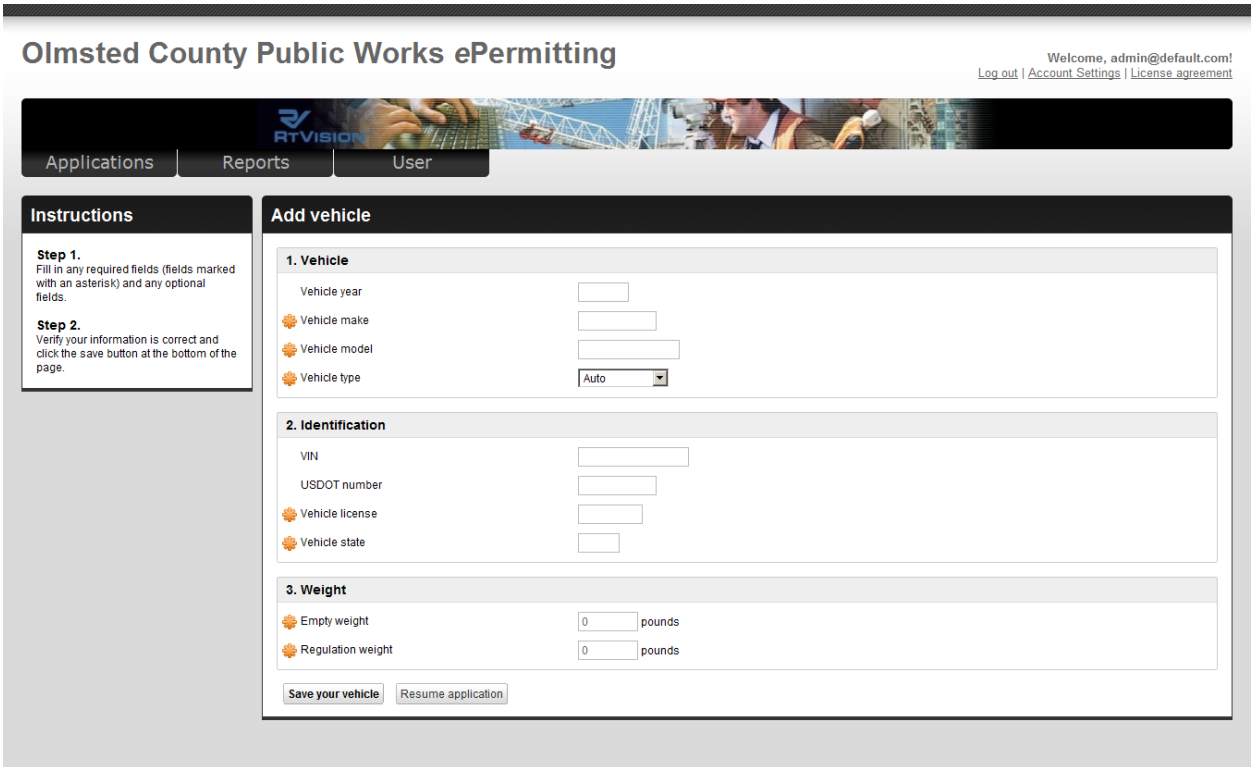
You will be automatically directed to the moving permit main dashboard. The main dashboard is where you create a new moving permit application. It also lists moving permit applications that were previously submitted. Click “Single Trip” to begin a new Single Trip Permit application.

Step 1: Vehicle

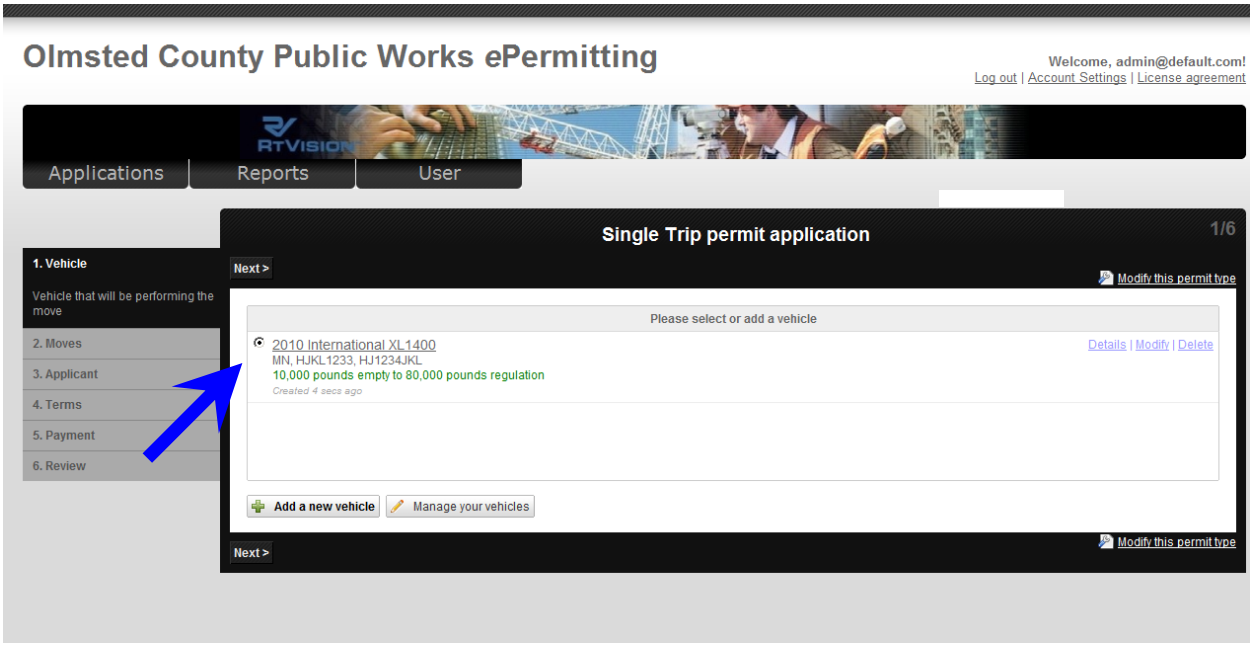
In this step, you will create your vehicle that will be used for the permit application. Click, "Add a new vehicle".


Olmsted County Public Works ePermitting
Welcome, admin@default.com!
Log out | Account Settings | License agreement
Applications
Reports
User
Single Trip permit application
1/6
1. Vehicle
Vehicle that will be performing the move
2. Moves
3. Applicant
4. Terms
5. Payment
6. Review
Next >
Modify this permit type
Add a vehicle to get started
This step requires that you enter information about the towing vehicle. Currently we don't have any vehicle information on file for you. You can add your vehicle information by clicking the "Add a new vehicle" button below.
Add a new vehicle
Next >
Modify this permit type

Enter your vehicle information. An asterisk displays next to information that is required. When finished, click "Save your vehicle" then click "Resume application".

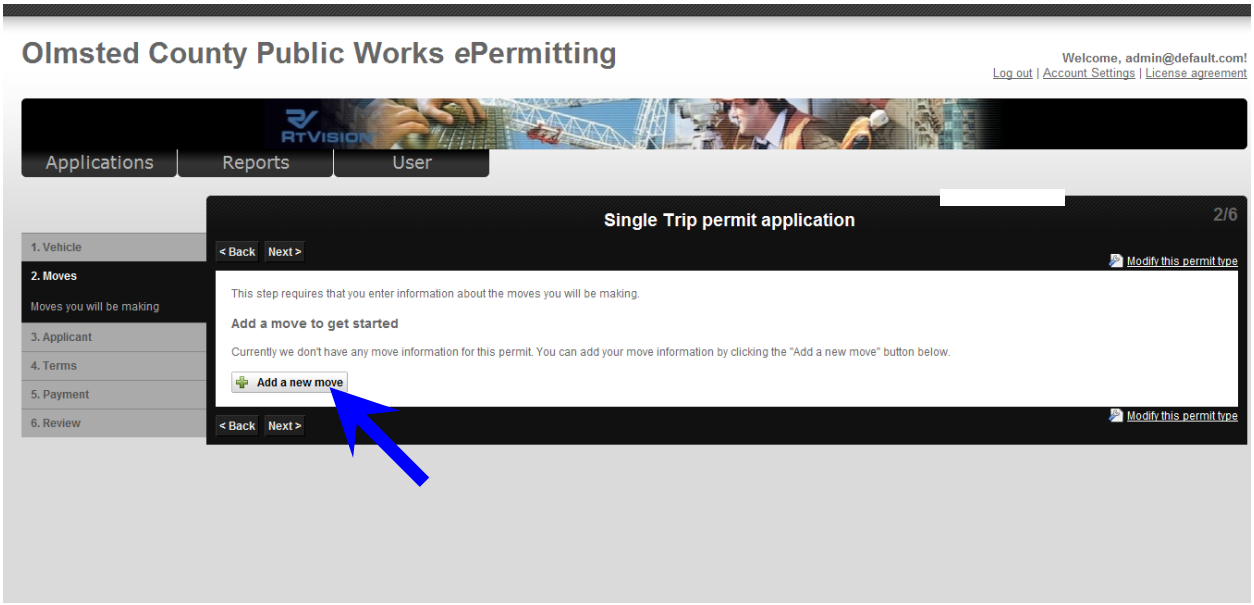


The application will now list the vehicle you just created. Click on the radio button next to the vehicle you will use for this move then click "Next" to proceed with the application. If you own multiple trucks, you can create profiles for each vehicle you may use. Because your vehicles are saved in the *e*Permitting program, you can select a vehicle you previously created when submitting a future Single Trip Permit application.

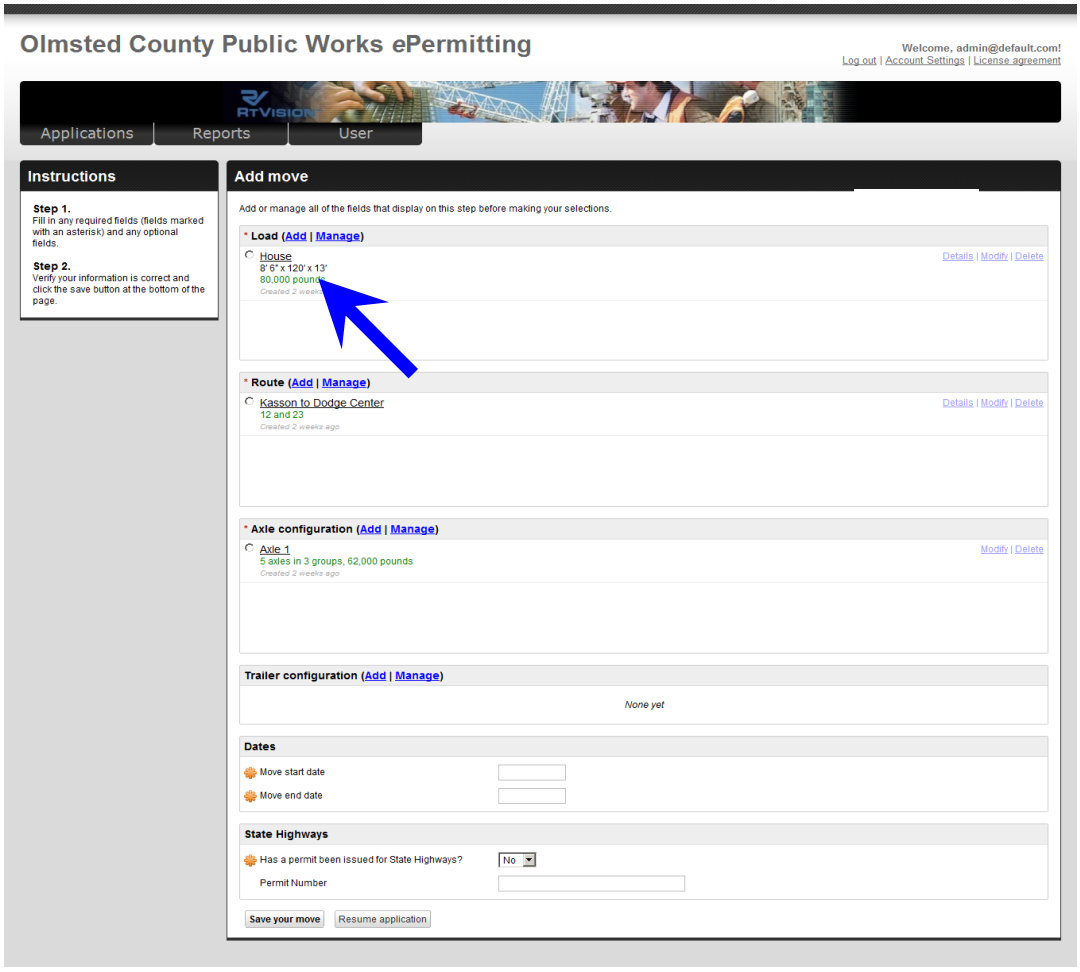


Step 2: Moves

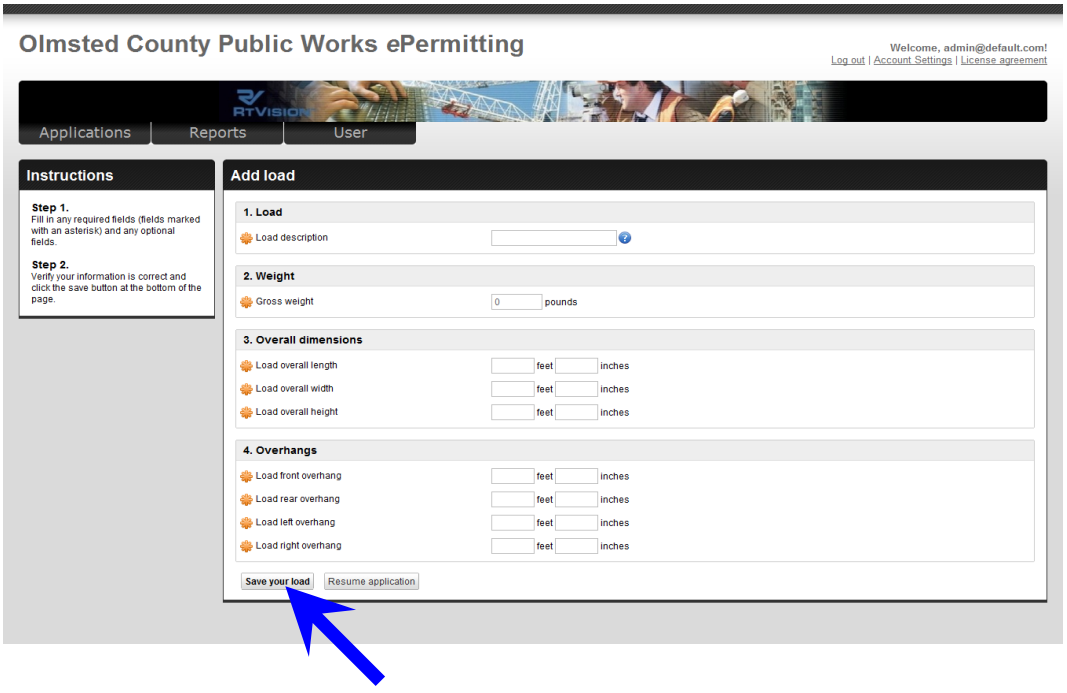
In this step, you will enter your move information. Click "Add a new move".


Olmsted County Public Works ePermitting
Welcome, admin@default.com!
Log out | Account Settings | License agreement
Applications
Reports
User
Single Trip permit application
2/6
1. Vehicle
2. Moves
Moves you will be making
3. Applicant
4. Terms
5. Payment
6. Review
< Back
Next >
Modify this permit type
This step requires that you enter information about the moves you will be making.
Add a move to get started
Currently we don't have any move information for this permit. You can add your move information by clicking the "Add a new move" button below.
Add a new move
< Back
Next >
Modify this permit type

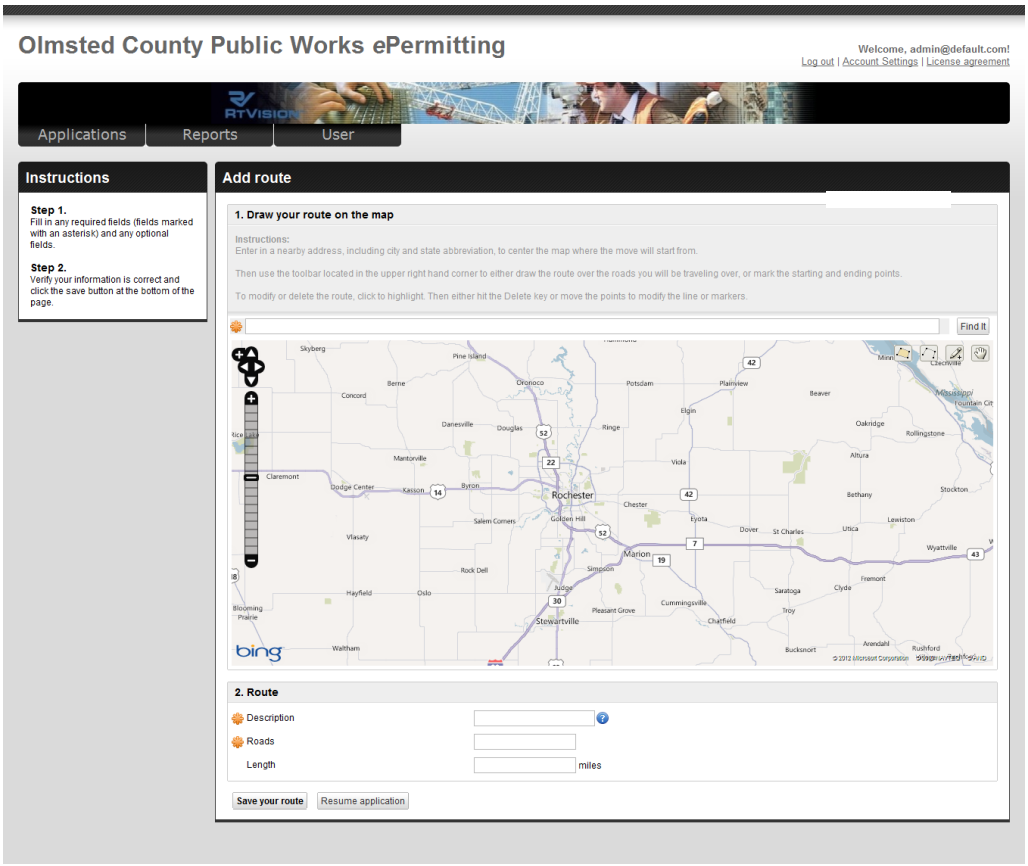
The move information consists of the "Load", "Route", "Axle Configuration", "Trailer Configuration" and "Dates" fields. Click "Add" next to each field description to enter your move information. After each section of the move information is entered, go back and select the move information.


Olmsted County Public Works ePermitting
Welcome, admin@default.com!
Log out | Account Settings | License agreement
RTVISION
Applications
Reports
User
Instructions
Step 1.
Fill in any required fields (fields marked with an asterisk) and any optional fields.
Step 2.
Verify your information is correct and click the save button at the bottom of the page.
Add move
Add or manage all of the fields that display on this step before making your selections.
* Load (Add | Manage)
House
8' 6" x 120' x 13'
80,000 pounds
Details | Modify | Delete
* Route (Add | Manage)
Kasson to Dodge Center
12 and 23
Details | Modify | Delete
* Axle configuration (Add | Manage)
Axle 1
5 axles in 3 groups, 62,000 pounds
Modify | Delete
Trailer configuration (Add | Manage)
None yet
Dates
Move start date
Move end date
State Highways
Has a permit been issued for State Highways?
No
Permit Number
Save your move
Resume application

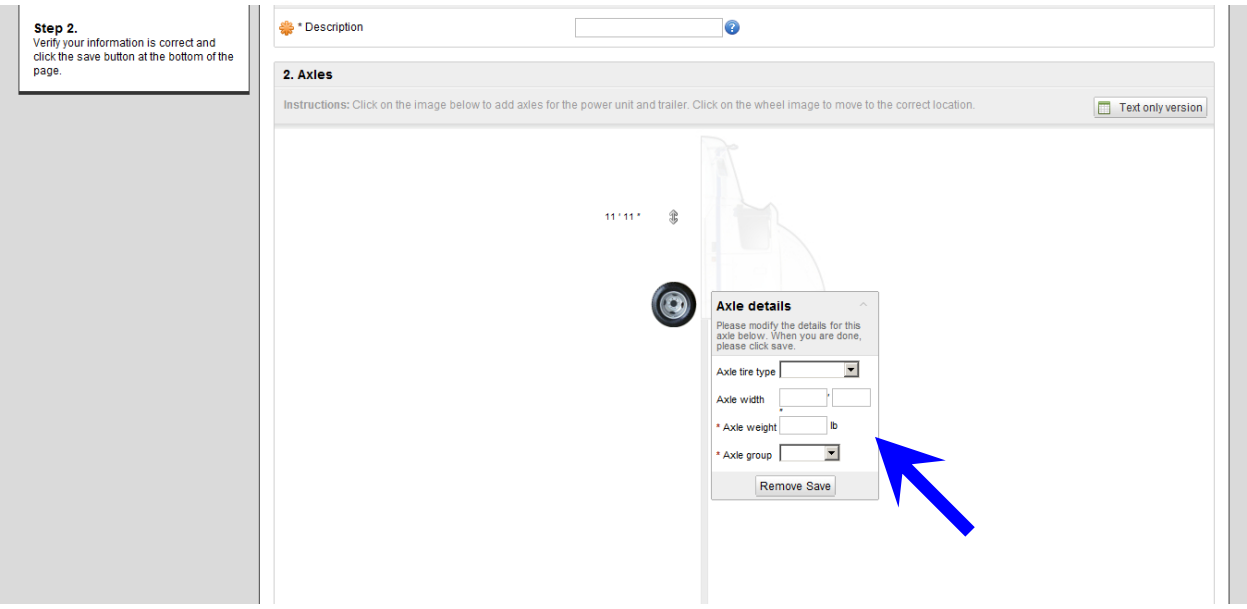
First enter the load information. <u>The gross weight is defined as the combined weight of the truck and load combination.</u> When finished, click “Save your load” then click “Resume application”.

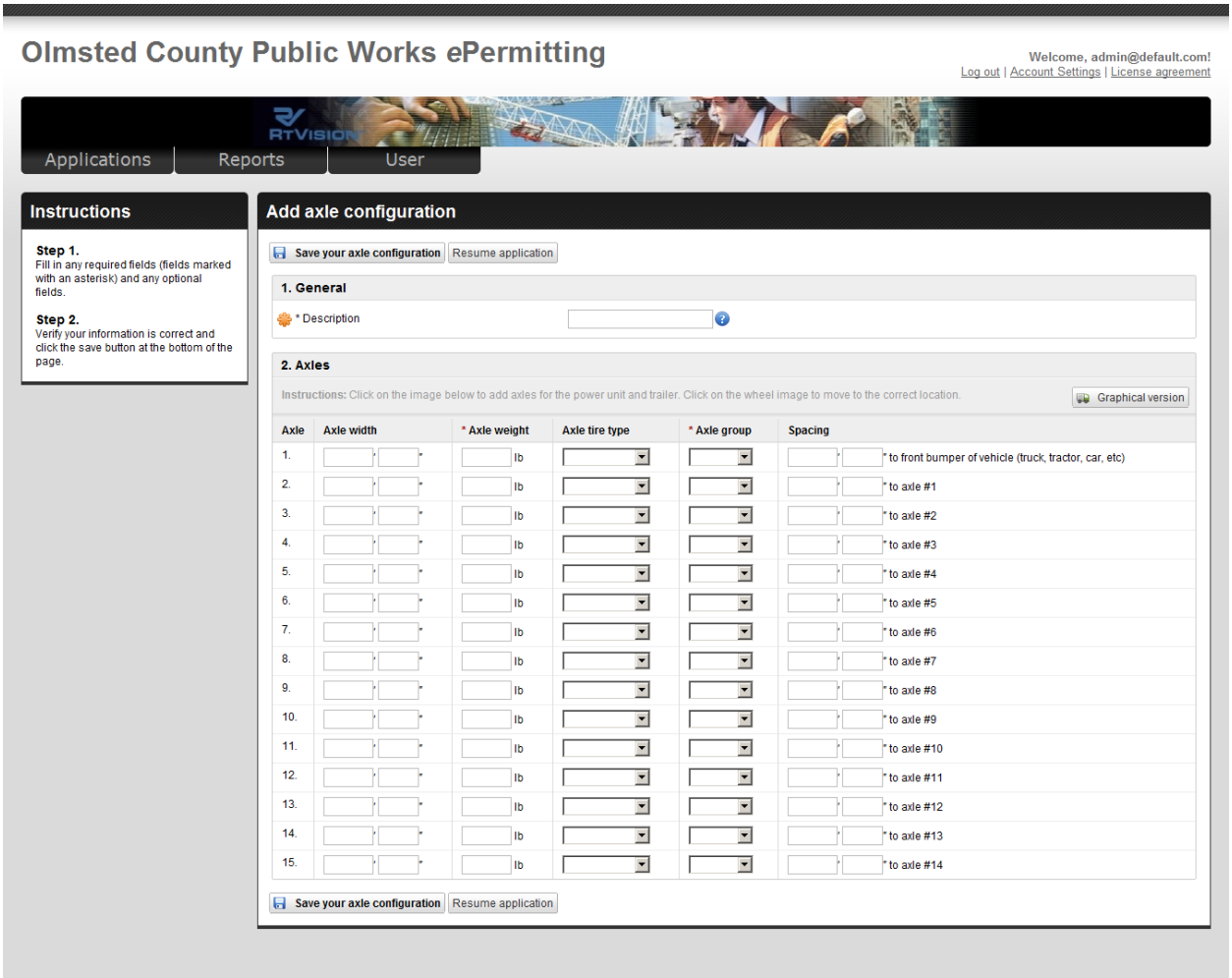


Next, enter the route information. List all County roads you will use for this move. When finished, click “Save your route” then click “Resume application”.

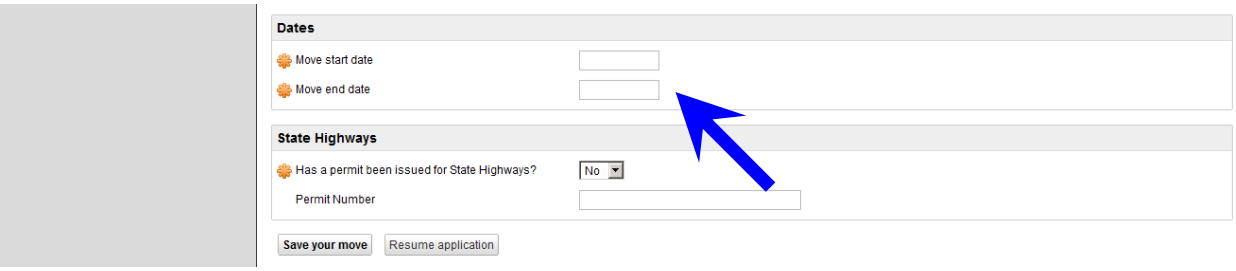

Olmsted County Public Works ePermitting
Welcome, admin@default.com!
Log out | Account Settings | License agreement
Applications
Reports
User
Instructions
Step 1.
Fill in any required fields (fields marked with an asterisk) and any optional fields.
Step 2.
Verify your information is correct and click the save button at the bottom of the page.
Add route
1. Draw your route on the map
Instructions:
Enter in a nearby address, including city and state abbreviation, to center the map where the move will start from.
Then use the toolbar located in the upper right hand corner to either draw the route over the roads you will be traveling over, or mark the starting and ending points.
To modify or delete the route, click to highlight. Then either hit the Delete key or move the points to modify the line or markers.
Find It
Rochester
2. Route
Description
Roads
Length
miles
Save your route
Resume application

Next, enter your axle configuration. To add axle information, click on the truck image and a new axle will automatically appear.


Step 2.
Verify your information is correct and click the save button at the bottom of the page.
* Description
2. Axles
Instructions: Click on the image below to add axles for the power unit and trailer. Click on the wheel image to move to the correct location.
Text only version
11 ' 11 '
Axle details
Please modify the details for this axle below. When you are done, please click save.
Axle tire type
Axle width
* Axle weight
lb
* Axle group
Remove Save


Olmsted County Public Works ePermitting
Welcome, admin@default.com!
Log out | Account Settings | License agreement
RTVISION
Applications
Reports
User
Instructions
Step 1.
Fill in any required fields (fields marked with an asterisk) and any optional fields.
Step 2.
Verify your information is correct and click the save button at the bottom of the page.
Add axle configuration
Save your axle configuration
Resume application
1. General
* Description
2. Axles
Instructions: Click on the image below to add axles for the power unit and trailer. Click on the wheel image to move to the correct location.
Graphical version
Axle
Axle width
* Axle weight
Axle tire type
* Axle group
Spacing
1. lb * to front bumper of vehicle (truck, tractor, car, etc)
2. lb * to axle #1
3. lb * to axle #2
4. lb * to axle #3
5. lb * to axle #4
6. lb * to axle #5
7. lb * to axle #6
8. lb * to axle #7
9. lb * to axle #8
10. lb * to axle #9
11. lb * to axle #10
12. lb * to axle #11
13. lb * to axle #12
14. lb * to axle #13
15. lb * to axle #14
Save your axle configuration
Resume application

Enter information for each axle of the truck. To adjust the axle location, click and hold the tire and move your mouse to the location the axle is located on your truck. The axle spacing will automatically change as you move the axle. You can also enter your axle information into a table by clicking on "Text only version". When finished, click "Save your axle configuration" then click "Resume application".

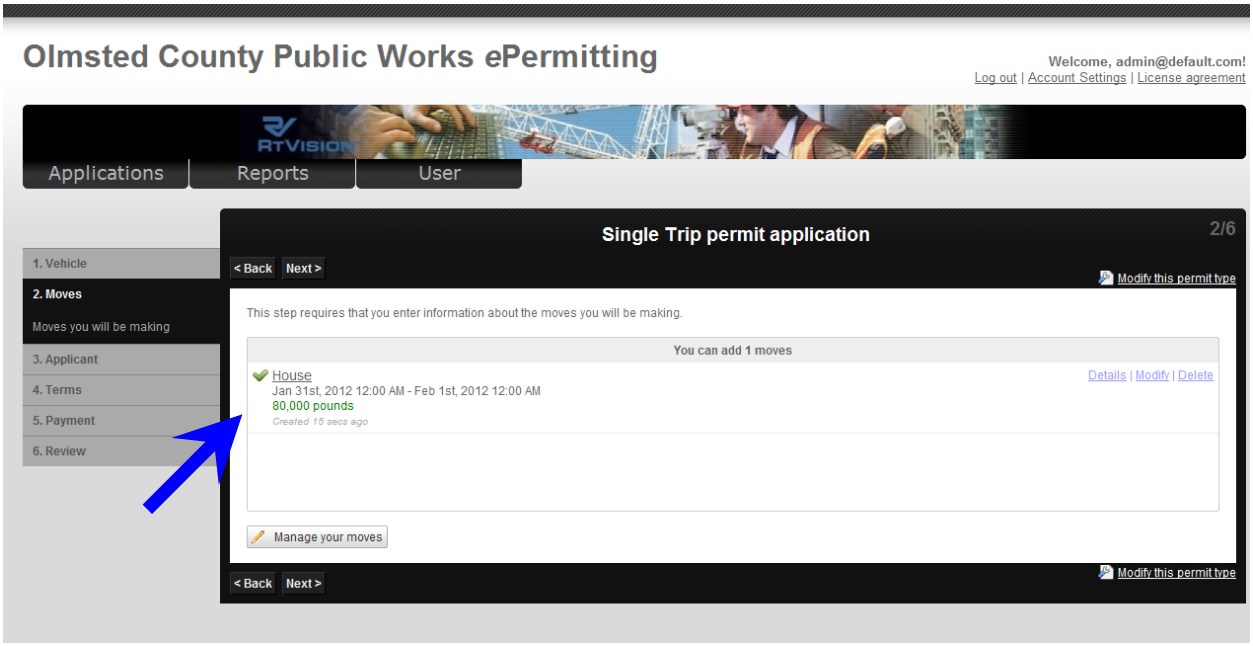


Next, select the date of your move.

A SINGLE TRIP PERMIT WILL BE APPROVED FOR A MAXIMUM OF 10 CALENDAR DAYS. NO SINGLE TRIP MOVES WILL BE ALLOWED ON MAJOR HOLIDAYS.

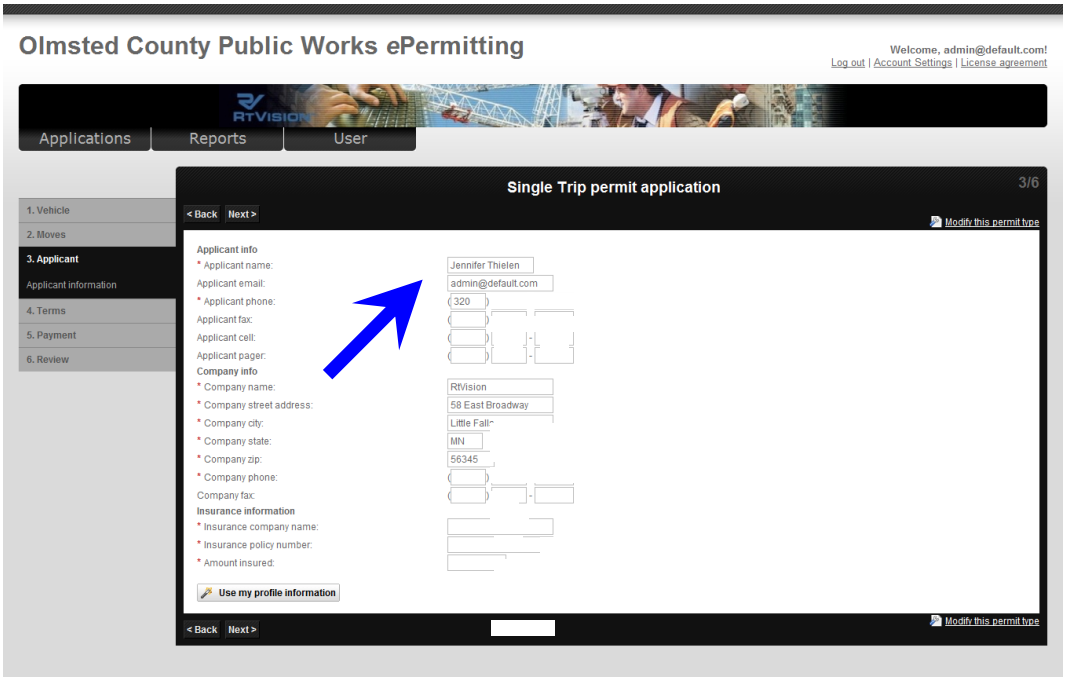
Finally, click the radio button next to each field that pertains to your move. Click "Save your move" then click "Resume application".

The *e*Permitting application will now list the move information you just created. You may view details, modify or delete your move by clicking “Details”, “Modify” or “Delete”. When you are satisfied with your move information, click “Next” to proceed with the application.



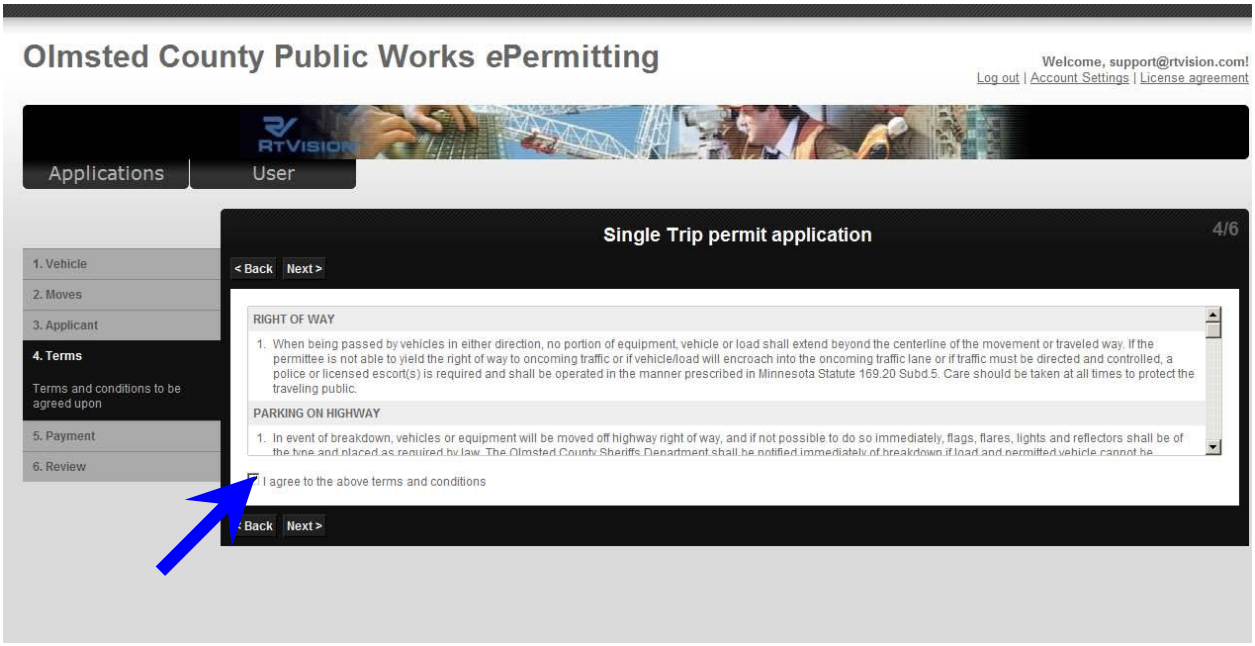
Step 3: Applicant

In this step, verify your company information. If any information is not accurate or up-to-date, you can complete any changes in this step. When you have reviewed all the information to be accurate, click “Next” to proceed with the application.



Step 4: Terms

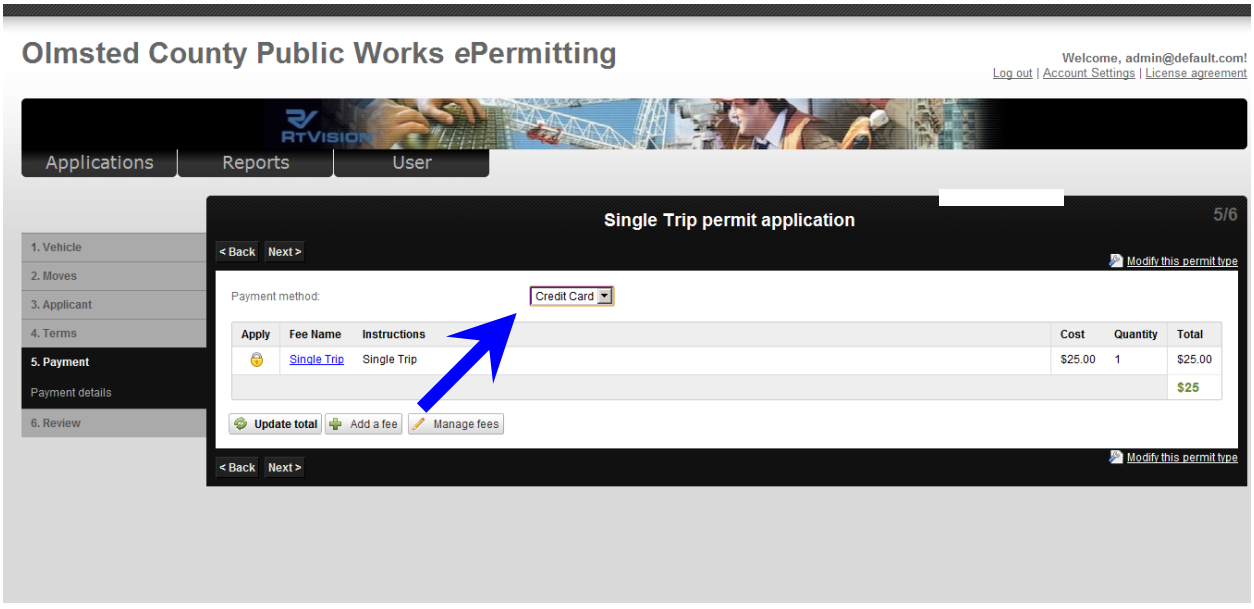
In this step, review the terms of the Single Trip Permit. It is recommended you read the terms completely. You are required to agree to the permit terms. Click the box "I agree to the above terms and conditions". Click "Next" to proceed with the application.


Olmsted County Public Works ePermitting
Welcome, support@rtvision.com!
Log out | Account Settings | License agreement
Applications
User
Single Trip permit application
4/6
1. Vehicle
2. Moves
3. Applicant
4. Terms
Terms and conditions to be agreed upon
5. Payment
6. Review
< Back
Next >
RIGHT OF WAY
1. When being passed by vehicles in either direction, no portion of equipment, vehicle or load shall extend beyond the centerline of the movement or traveled way. If the permittee is not able to yield the right of way to oncoming traffic or if vehicle/load will encroach into the oncoming traffic lane or if traffic must be directed and controlled, a police or licensed escort(s) is required and shall be operated in the manner prescribed in Minnesota Statute 169.20 Subd.5. Care should be taken at all times to protect the traveling public.
PARKING ON HIGHWAY
1. In event of breakdown, vehicles or equipment will be moved off highway right of way, and if not possible to do so immediately, flags, flares, lights and reflectors shall be of
I agree to the above terms and conditions
< Back
Next >

Step 5: Payment

In this step, you are required to select a payment method. In the drop down menu, select the payment type. The Single Trip Permit application fee is listed in the Total column. Fee is payable by check to "Olmsted County Public Works" or by credit card. If paying by check please make sure to reference the permit number. All permits must be paid before they are approved.

After the payment method is selected, click "Next".

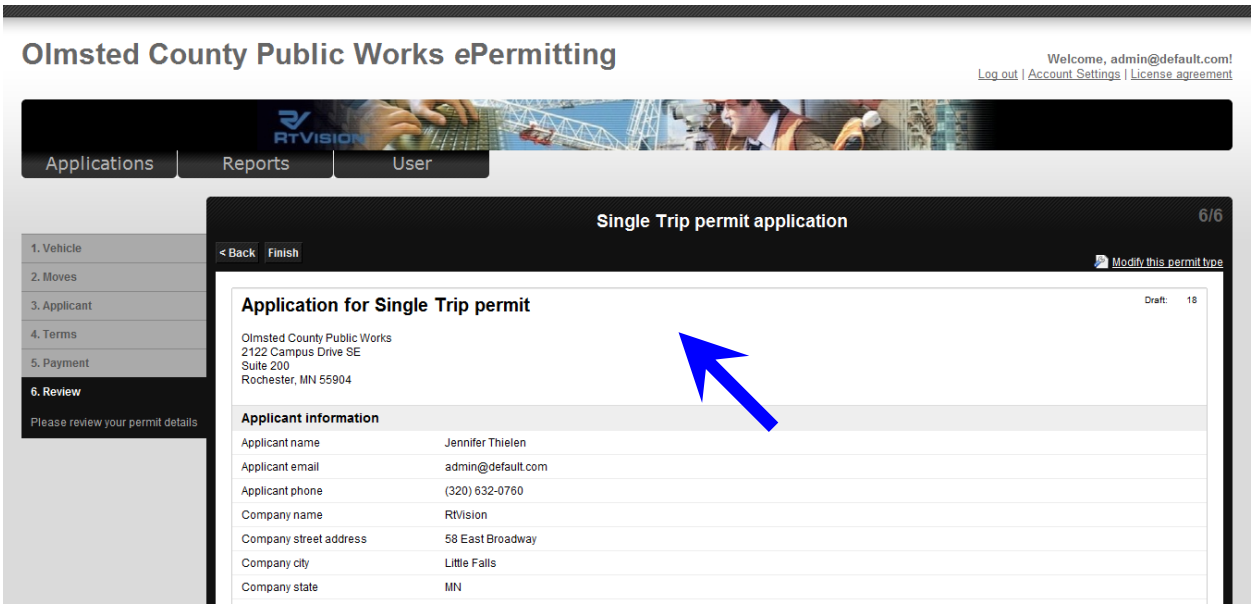


Step 6: Review

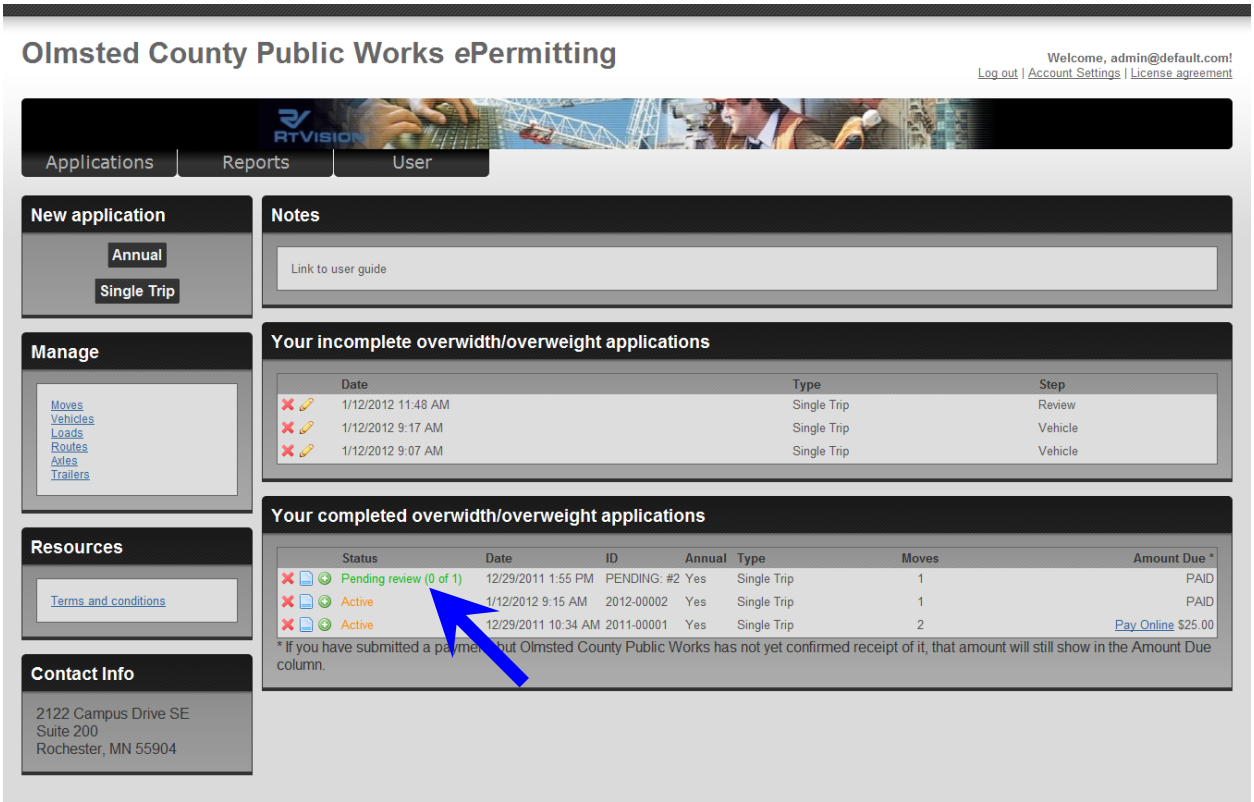
This step provides an opportunity to verify your Single Trip Permit application information.

<u>THIS IS THE LAST OPPORTUNITY TO REVISE THE SINGLE TRIP PERMIT APPLICATION PRIOR TO SUBMITTING FOR APPROVAL.</u>

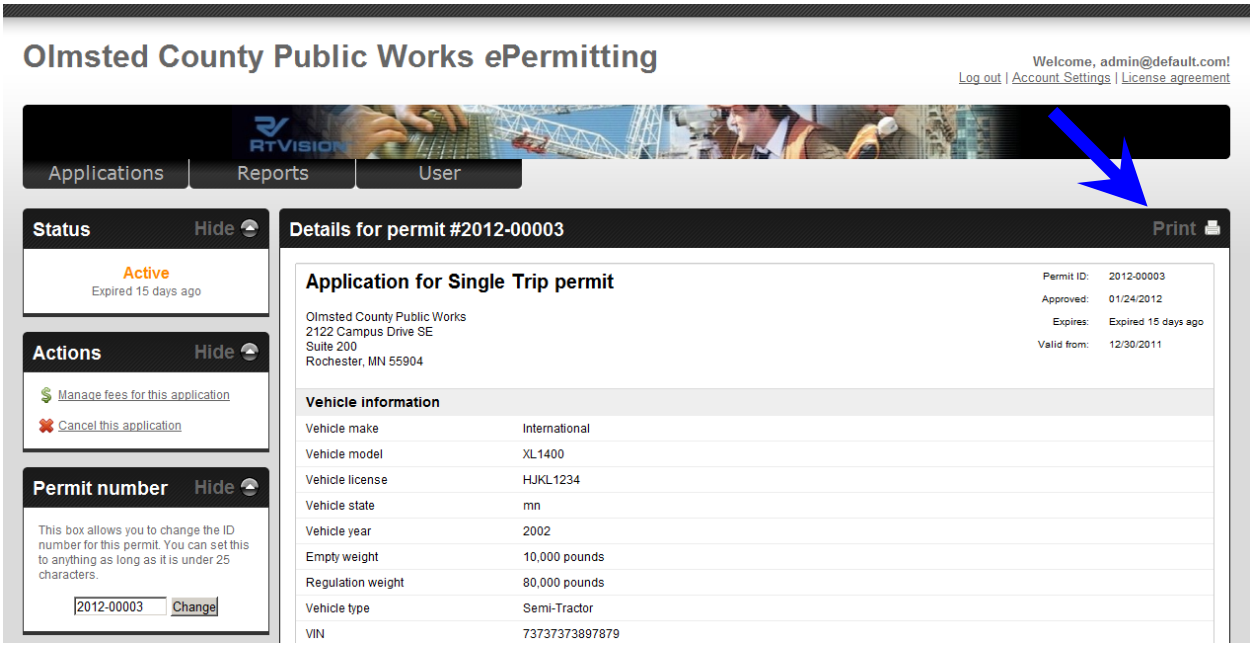
It is important that all information contained in the permit is accurate because it may be reviewed by a law enforcement officer. If any permit information is not accurate, click "Back" or click on the step you need to modify. If all the information is accurate, click "Finish" to submit the moving permit application.
Upon submission and when approved, you will receive an email stating your Olmsted County Moving Permit Application has been approved.



You will be automatically directed back to the main dashboard. The Single Trip Permit application you just submitted will be listed in the completed moving applications. Click on the document icon to view your Single Trip Permit.



While viewing the Single Trip Permit, you can print by clicking the "Print" icon in the upper right corner of the *e*Permitting application. Your Single Trip Permit is automatically assigned a permit number. This permit number is listed on top of the permit as 20XX-XXXXX. The first four numbers are the year and the second five numbers are the series number of the permit.

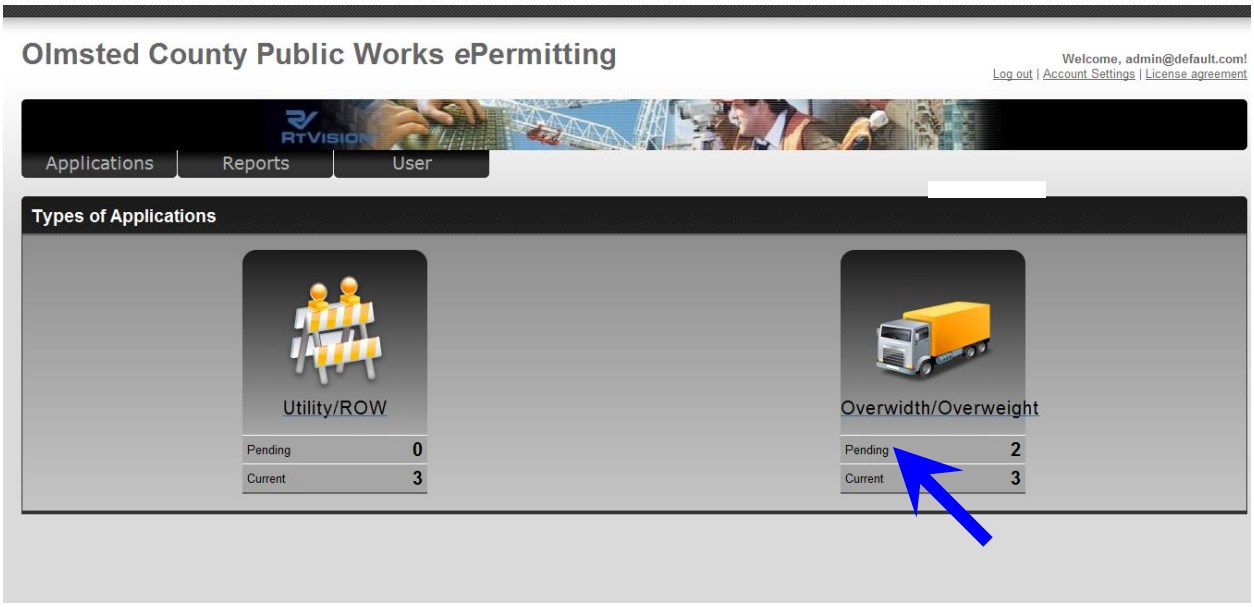


YOU MUST POSSESS A COPY OF THE MOVING PERMIT IN THE TRUCK DURING THE MOVE. YOU WILL BE CONSIDERED ILLEGAL IF YOU DO NOT POSSESS A COPY OF THE MOVING PERMIT IN THE TRUCK.

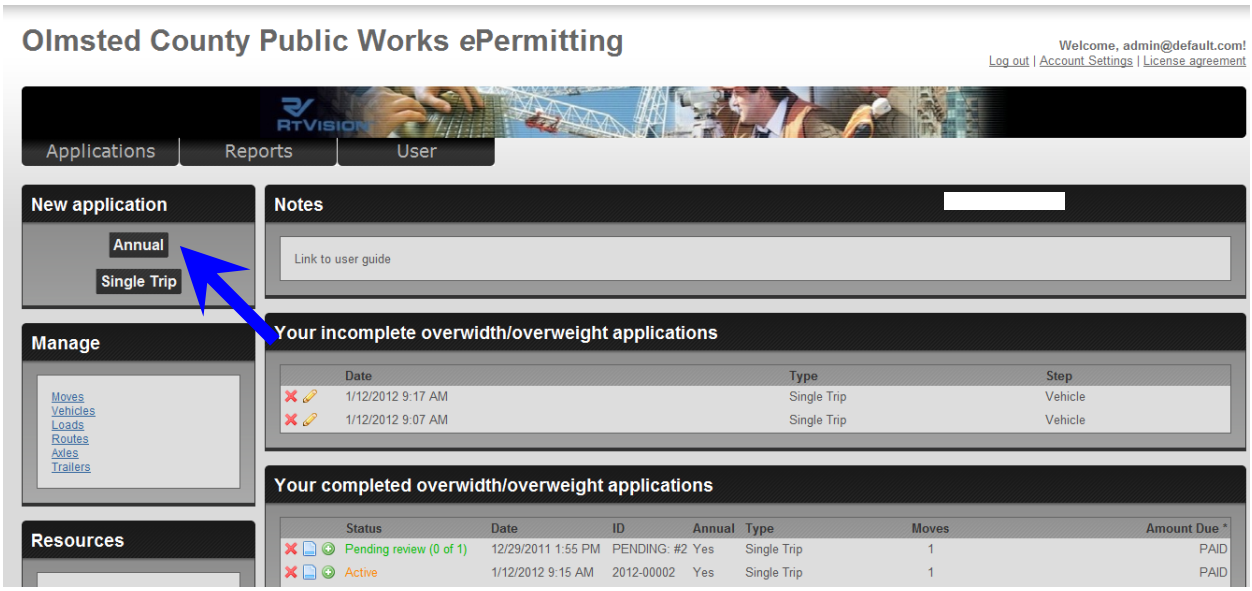
ANNUAL PERMIT

Submitting an Annual Permit Application

Log into your user account. You will be automatically directed to the main *e*Permitting site. Click on the Moving application.

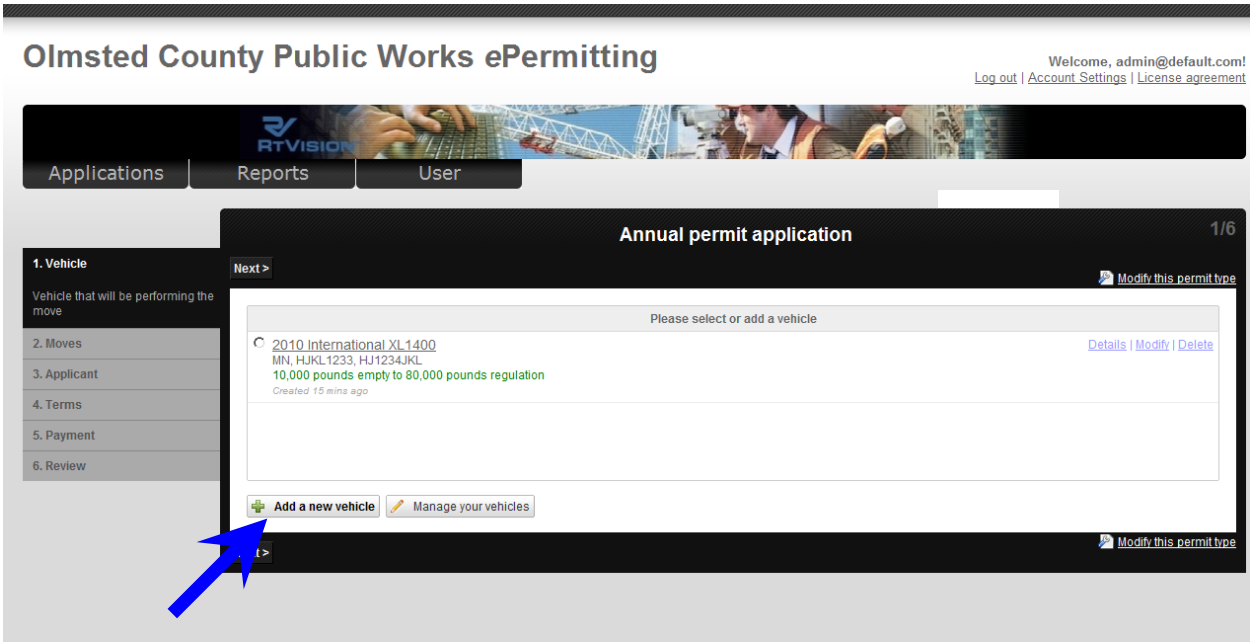


You will be automatically directed to the moving permit main dashboard. The main dashboard is where you create a new moving permit application. It also lists moving permit applications that were previously submitted. Click "Annual Permit" to begin a new Annual Permit application.

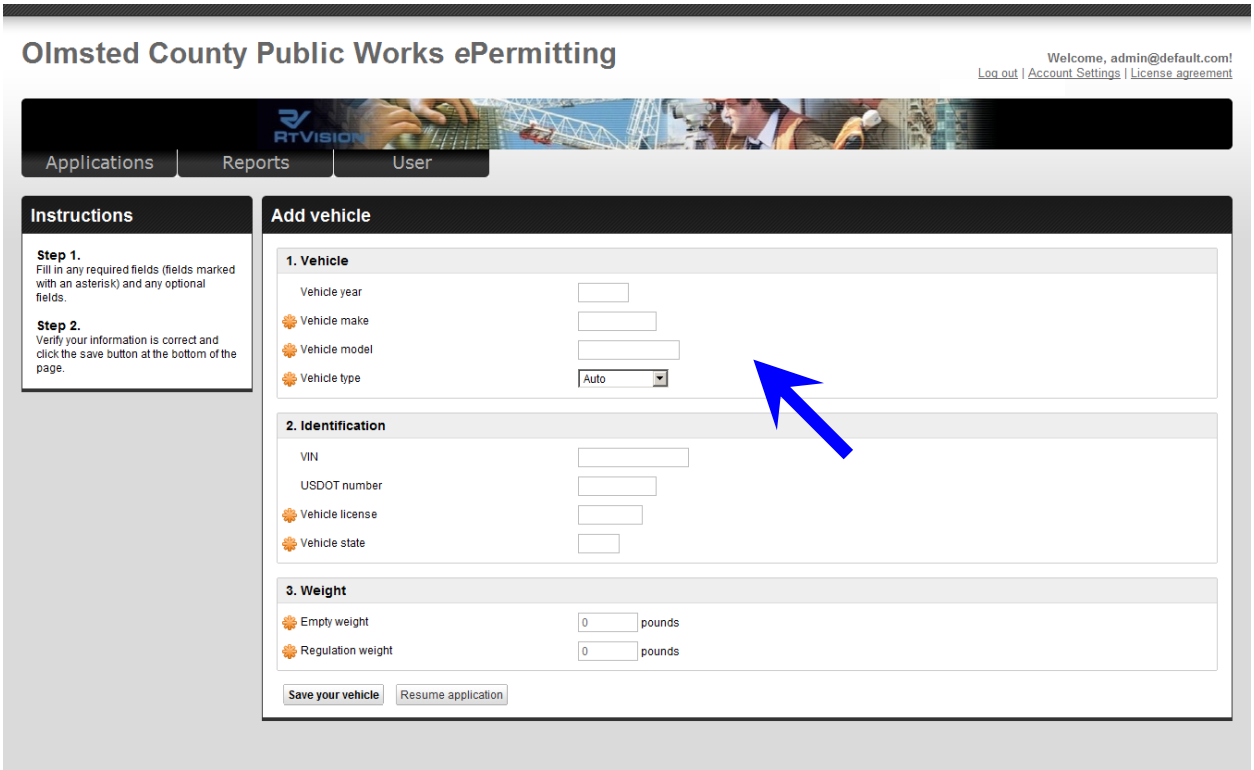


Step 1: Vehicle

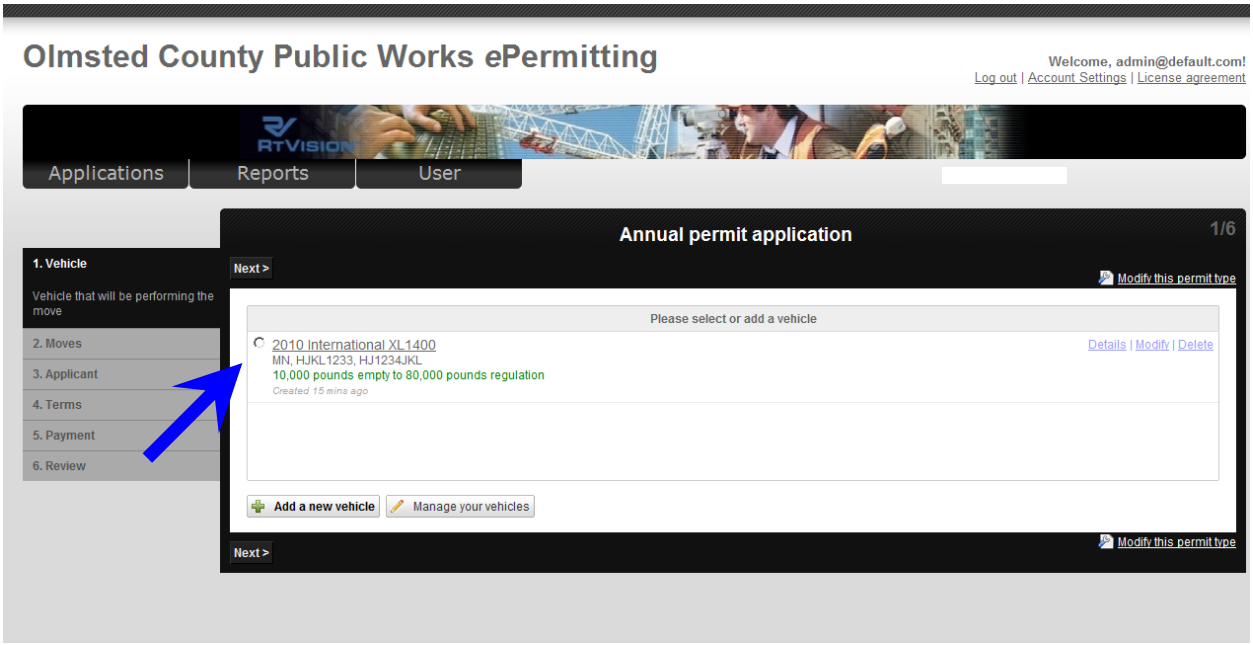
In this step, you will create your vehicle that will be used as your truck. Click, “Add a new vehicle”.



Enter your vehicle information. When finished, click “Save your vehicle” then click “Resume application”.

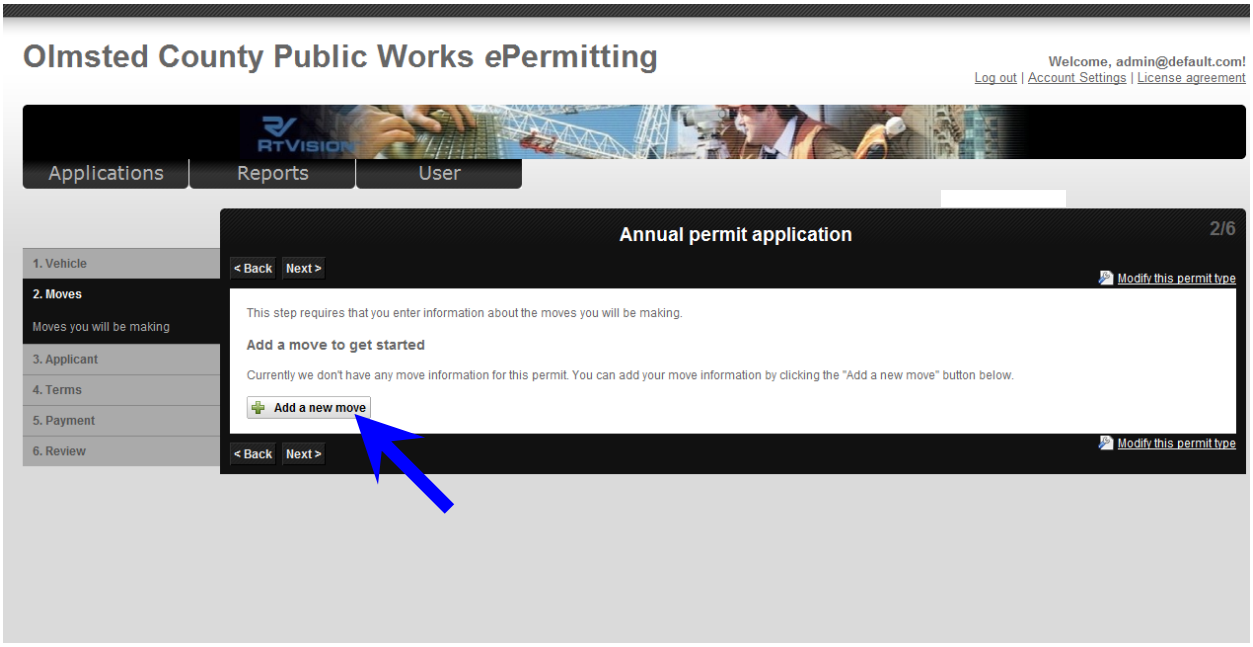


The application will now list the vehicle you just created. Click on the radio button next to the vehicle you will use for this move then click “Next” to proceed with the application. You may only create one vehicle for an Annual Permit. Any moves added to an Annual Permit will use the vehicle created in this step.



Step 2: Moves

In this step, you will enter your move information. Click “Add a new move”.


Olmsted County Public Works ePermitting
Welcome, admin@default.com!
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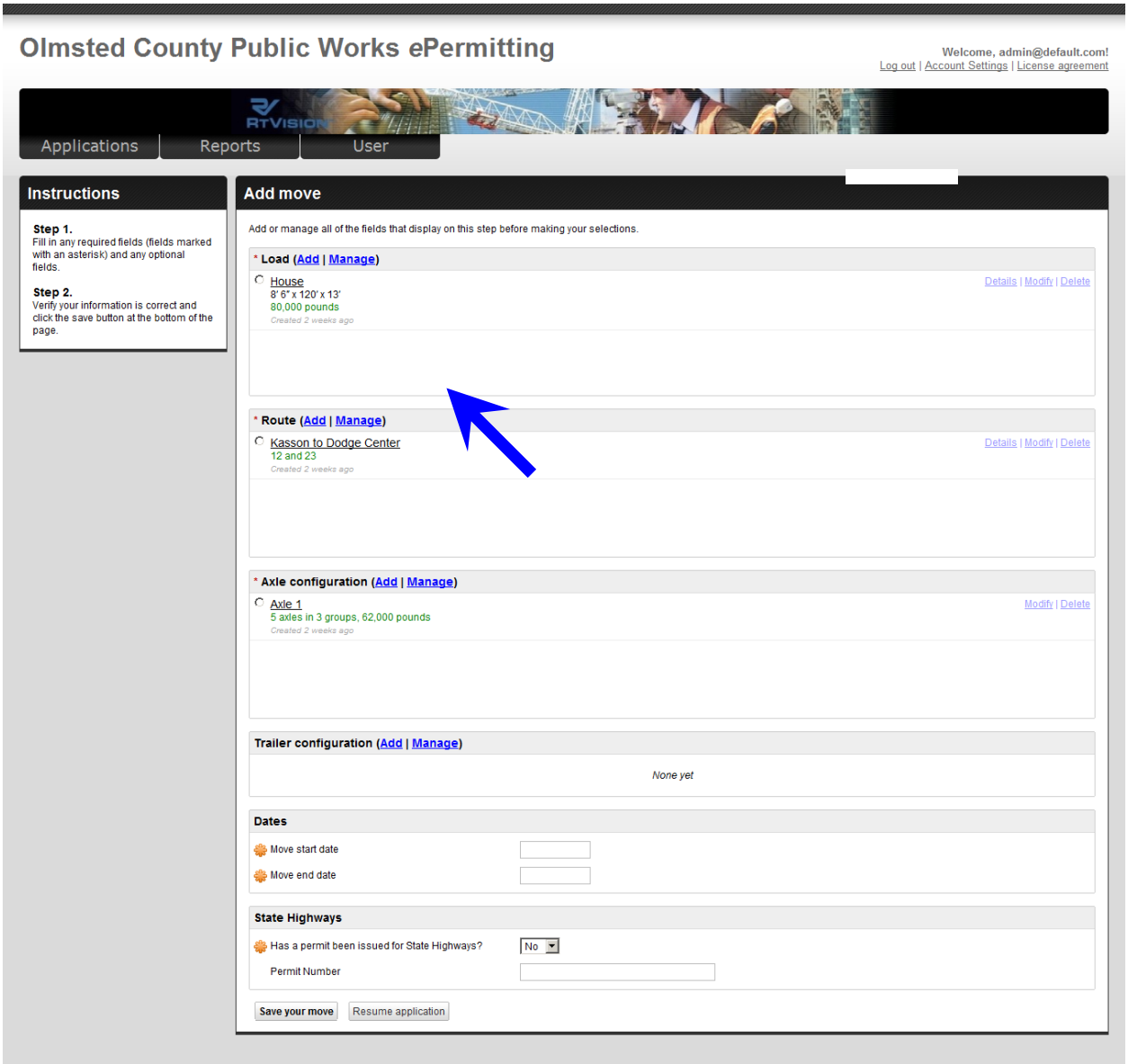
Applications
Reports
User
Annual permit application
2/6
1. Vehicle
2. Moves
Moves you will be making
3. Applicant
4. Terms
5. Payment
6. Review
< Back
Next >
Modify this permit type
This step requires that you enter information about the moves you will be making.
Add a move to get started
Currently we don't have any move information for this permit. You can add your move information by clicking the "Add a new move" button below.
Add a new move
< Back
Next >
Modify this permit type

The move information consists of the “Load”, “Axle Configuration”, “Trailers”, “Dates” and “State Highways” fields. Click “Add” next to each field description to enter your move information.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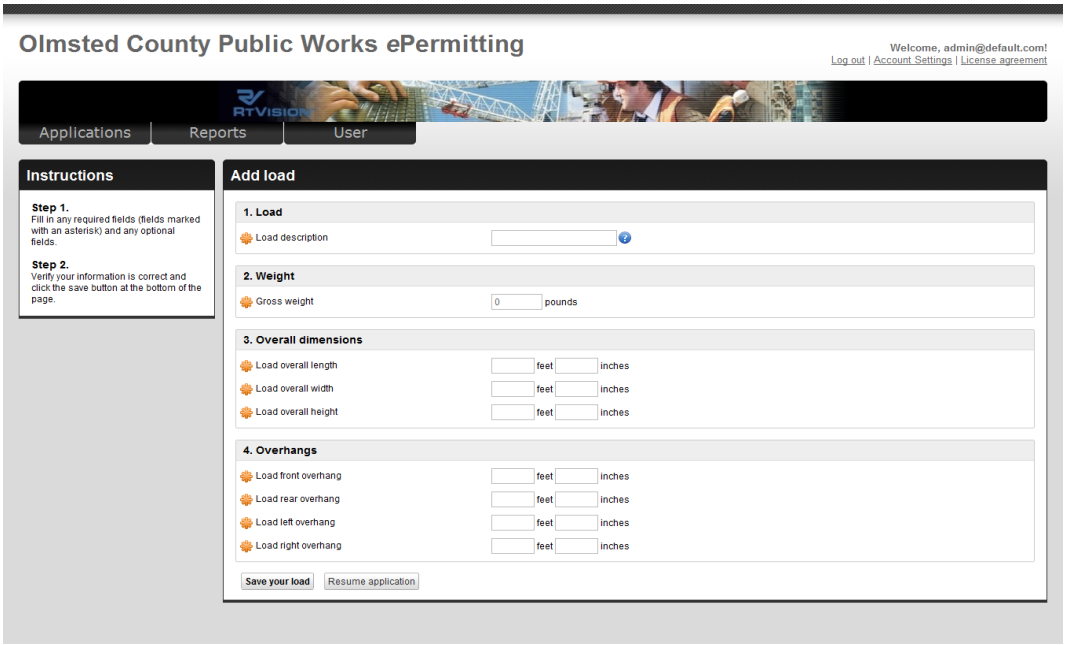
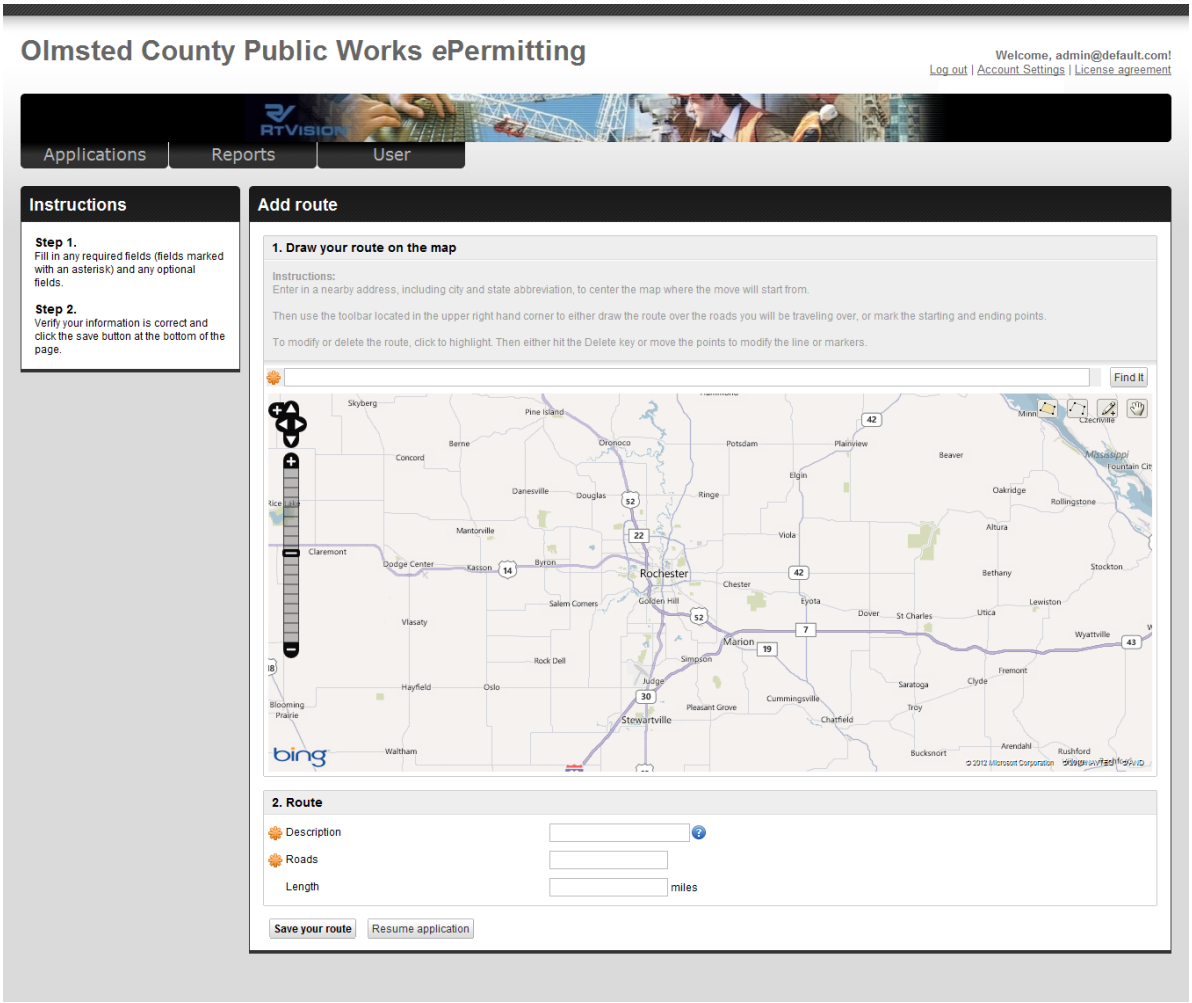
Applications
Reports
User
Instructions
Step 1.
Fill in any required fields (fields marked with an asterisk) and any optional fields.
Step 2.
Verify your information is correct and click the save button at the bottom of the page.
Add move
Add or manage all of the fields that display on this step before making your selections.
* Load (Add | Manage)
House
8' 6" x 120' x 13'
80,000 pounds
Created 2 weeks ago
Details | Modify | Delete
* Route (Add | Manage)
Kasson to Dodge Center
12 and 23
Created 2 weeks ago
Details | Modify | Delete
* Axle configuration (Add | Manage)
Axle 1
5 axles in 3 groups, 62,000 pounds
Created 2 weeks ago
Modify | Delete
Trailer configuration (Add | Manage)
None yet
Dates
Move start date
Move end date
State Highways
Has a permit been issued for State Highways?
No
Permit Number
Save your move
Resume application

First enter the load information. The gross weight is defined as the combined weight of the truck, trailer and load combination. The Annual Permit Maximum Limits: Length 85’ 0”, Width 14’ 6” Height 14’ 0”, and a Gross Vehicle Weight Limit of 145000. When finished, click “Save your load” then click “Resume application”.



Next, enter the route information. List all County roads you will use for this move. When you are finished click, "Save your route" then click "Resume application".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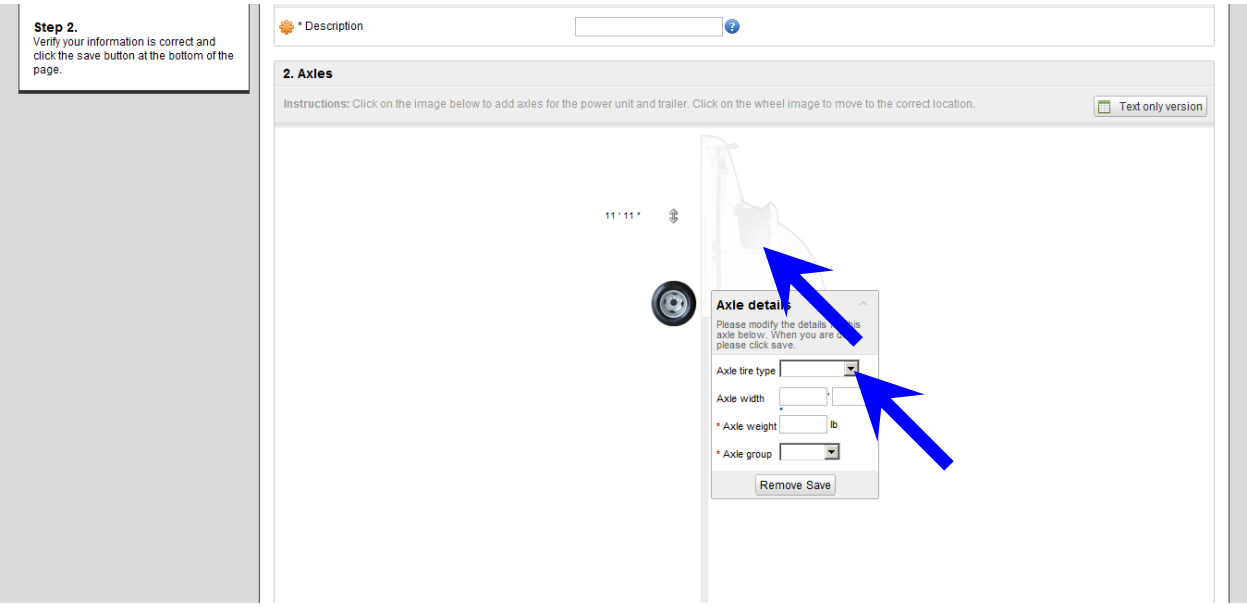
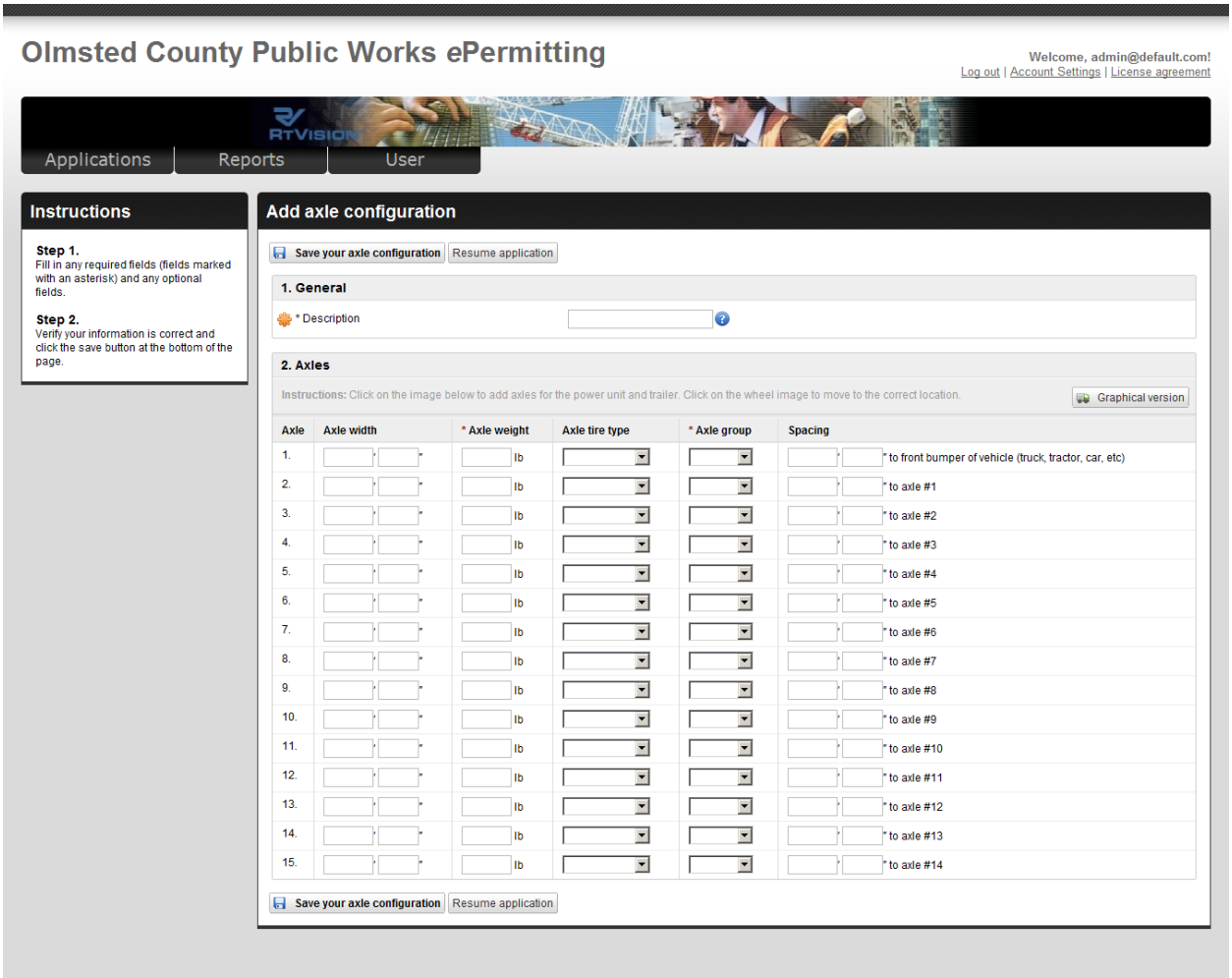
Applications
Reports
User
Instructions
Step 1.
Fill in any required fields (fields marked with an asterisk) and any optional fields.
Step 2.
Verify your information is correct and click the save button at the bottom of the page.
Add route
1. Draw your route on the map
Instructions:
Enter in a nearby address, including city and state abbreviation, to center the map where the move will start from.
Then use the toolbar located in the upper right hand corner to either draw the route over the roads you will be traveling over, or mark the starting and ending points.
To modify or delete the route, click to highlight. Then either hit the Delete key or move the points to modify the line or markers.
Find It
Rochester
Marion
Stewartville
bing
2. Route
Description
Roads
Length
miles
Save your route
Resume application

Next, enter your axle configuration for the truck and trailer. To add axle information, click on the truck image and a new axle will automatically appear.
Enter information for each axle of the truck and trailer combination. To adjust the axle location, click and hold tire and move your mouse to the location the axle is located on your truck. The axle spacing will automatically change as you move the axle. You can also enter your axle information into a table by clicking on “Text only version”. When finished, click “Save you axle configuration” then click “Resume application”.


Step 2.
Verify your information is correct and click the save button at the bottom of the page.
* Description
2. Axles
Instructions: Click on the image below to add axles for the power unit and trailer. Click on the wheel image to move to the correct location.
Text only version
Axle details
Please modify the details
axle below. When you are
please click save.
Axle tire type
Axle width
* Axle weight
lb
* Axle group
Remove Save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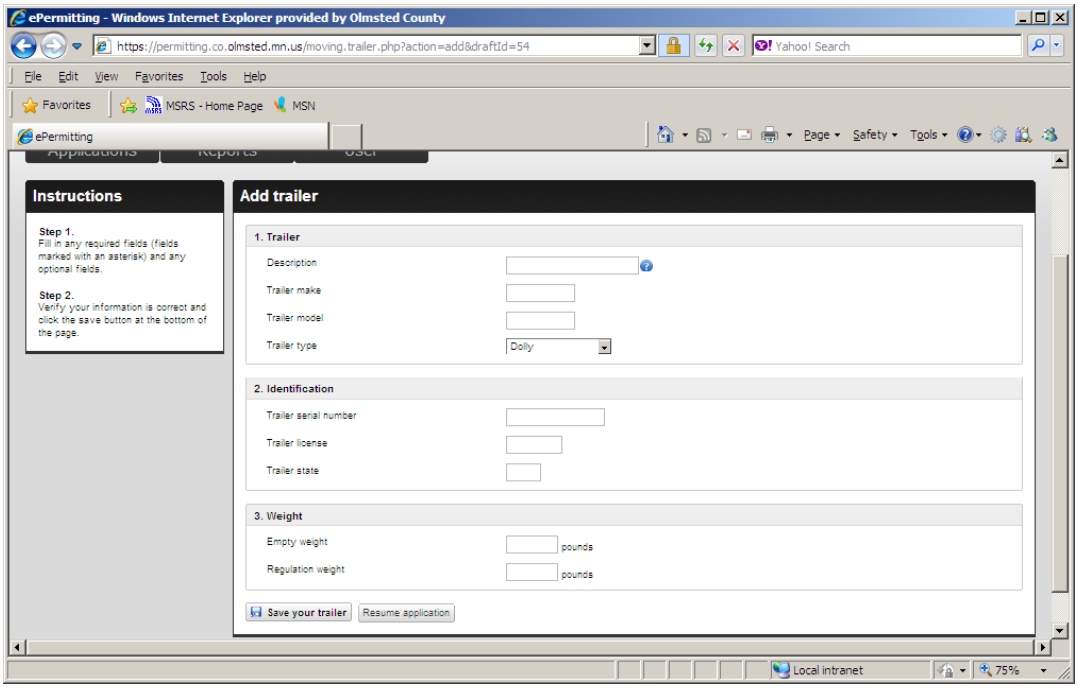
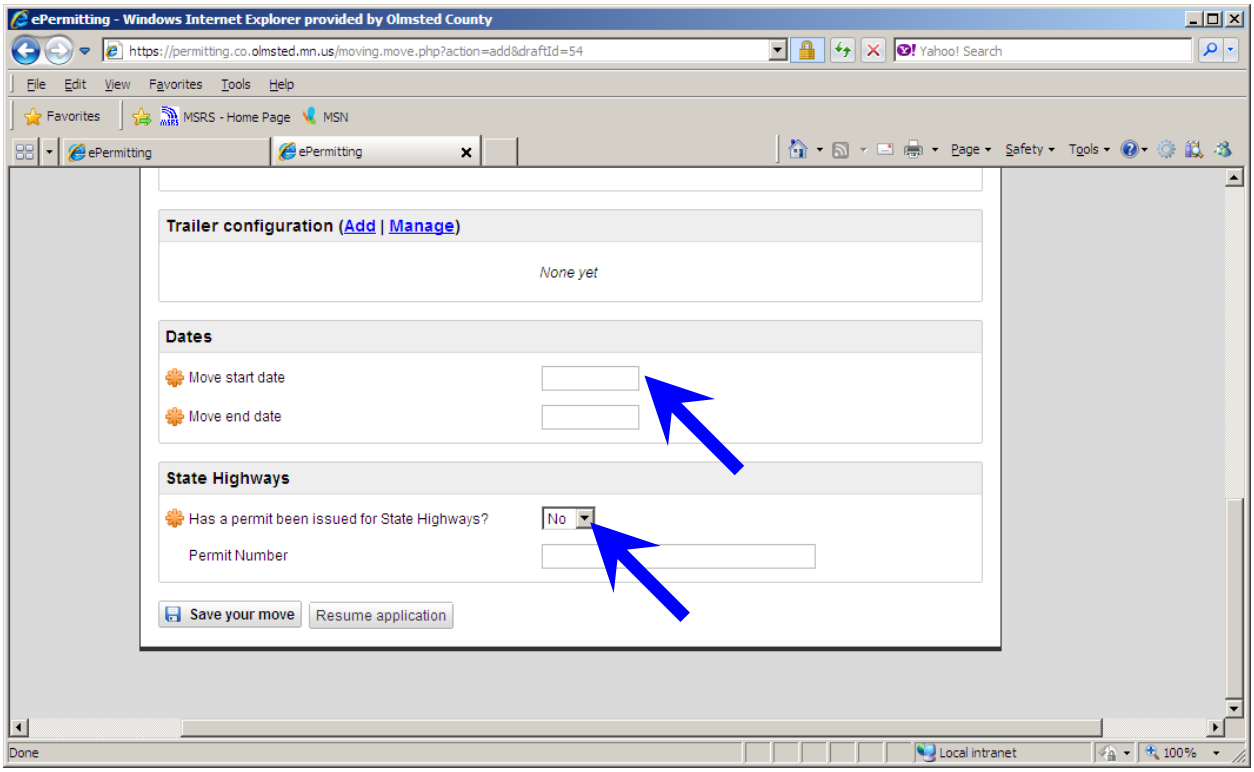
Applications
Reports
User
Instructions
Step 1.
Fill in any required fields (fields marked with an asterisk) and any optional fields.
Step 2.
Verify your information is correct and click the save button at the bottom of the page.
Add axle configuration
Save your axle configuration
Resume application
1. General
* Description
2. Axles
Instructions: Click on the image below to add axles for the power unit and trailer. Click on the wheel image to move to the correct location.
Graphical version
Axle
Axle width
* Axle weight
Axle tire type
* Axle group
Spacing
1. lb * to front bumper of vehicle (truck, tractor, car, etc)
2. lb * to axle #1
3. lb * to axle #2
4. lb * to axle #3
5. lb * to axle #4
6. lb * to axle #5
7. lb * to axle #6
8. lb * to axle #7
9. lb * to axle #8
10. lb * to axle #9
11. lb * to axle #10
12. lb * to axle #11
13. lb * to axle #12
14. lb * to axle #13
15. lb * to axle #14
Save your axle configuration
Resume application

Next, enter your trailer information. When finished, click “Save your trailer” then click “Resume application”.



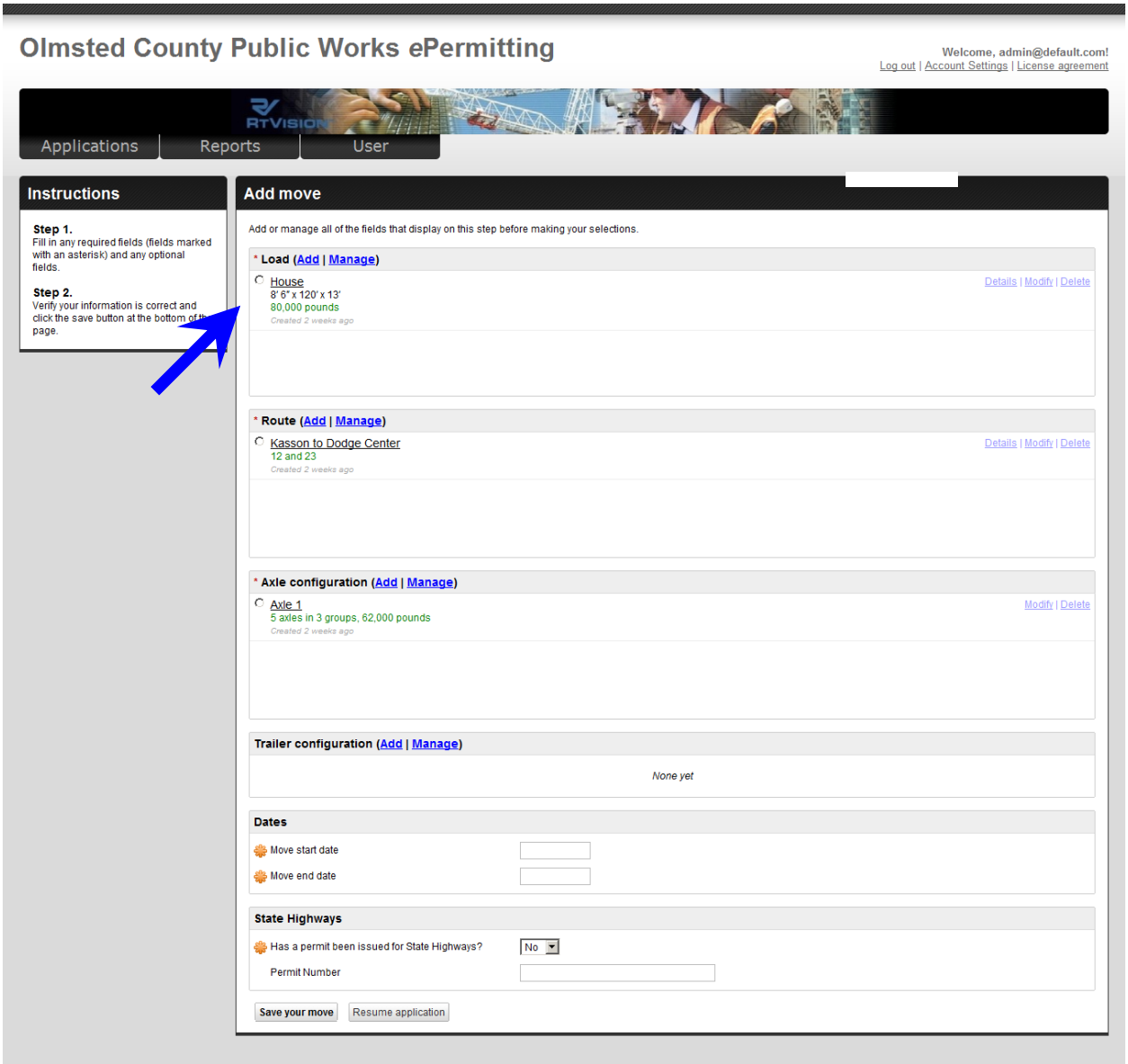


Next, select the date(s) when this move on your Annual Permit will begin and end. This is not the date of the Annual Permit.

AN ANNUAL PERMIT IS VALID FOR 365 CALENDAR DAYS, OR ONE CALENDAR YEAR. YOU MAY MAKE AN UNLIMITED NUMBER OF MOVES UNDER AN ANNUAL PERMIT.

Next, answer if you have an Annual Permit for State highways in MN.

Finally, click the radio button next to each field that pertains to your move. Click "Save your move" then click "Resume application".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User
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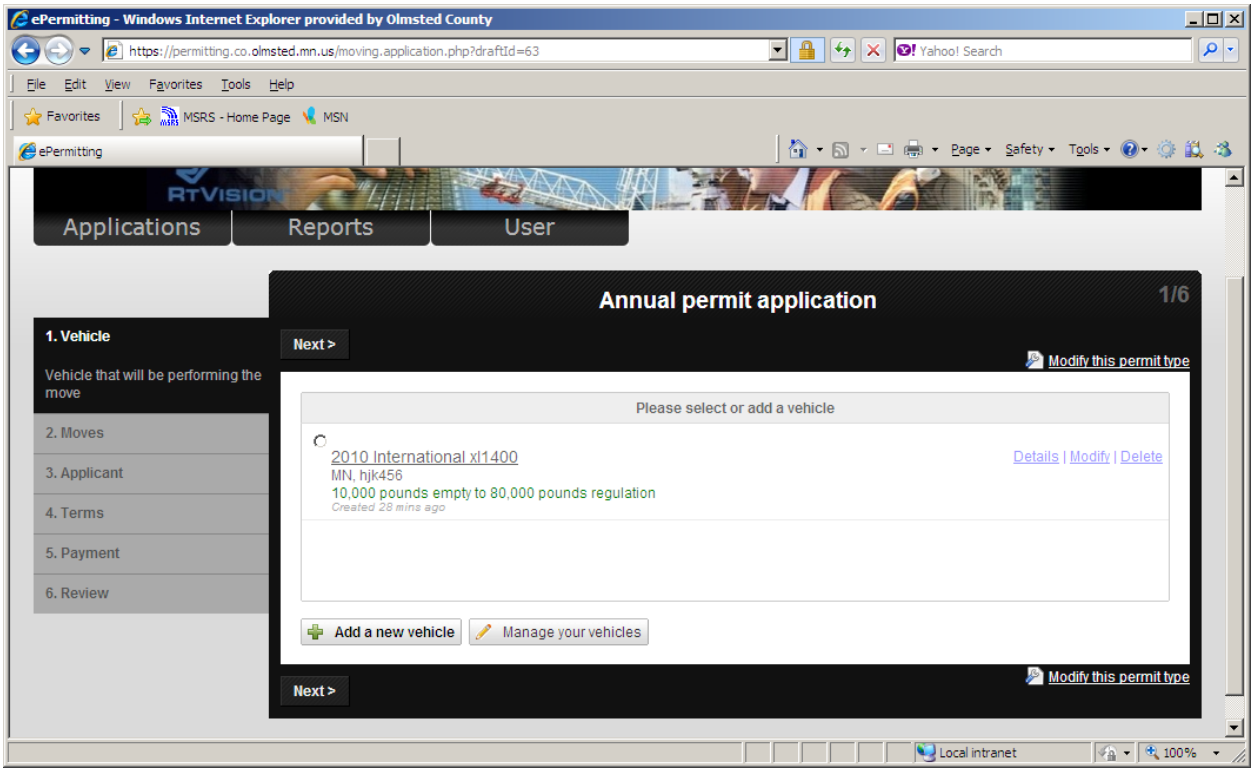
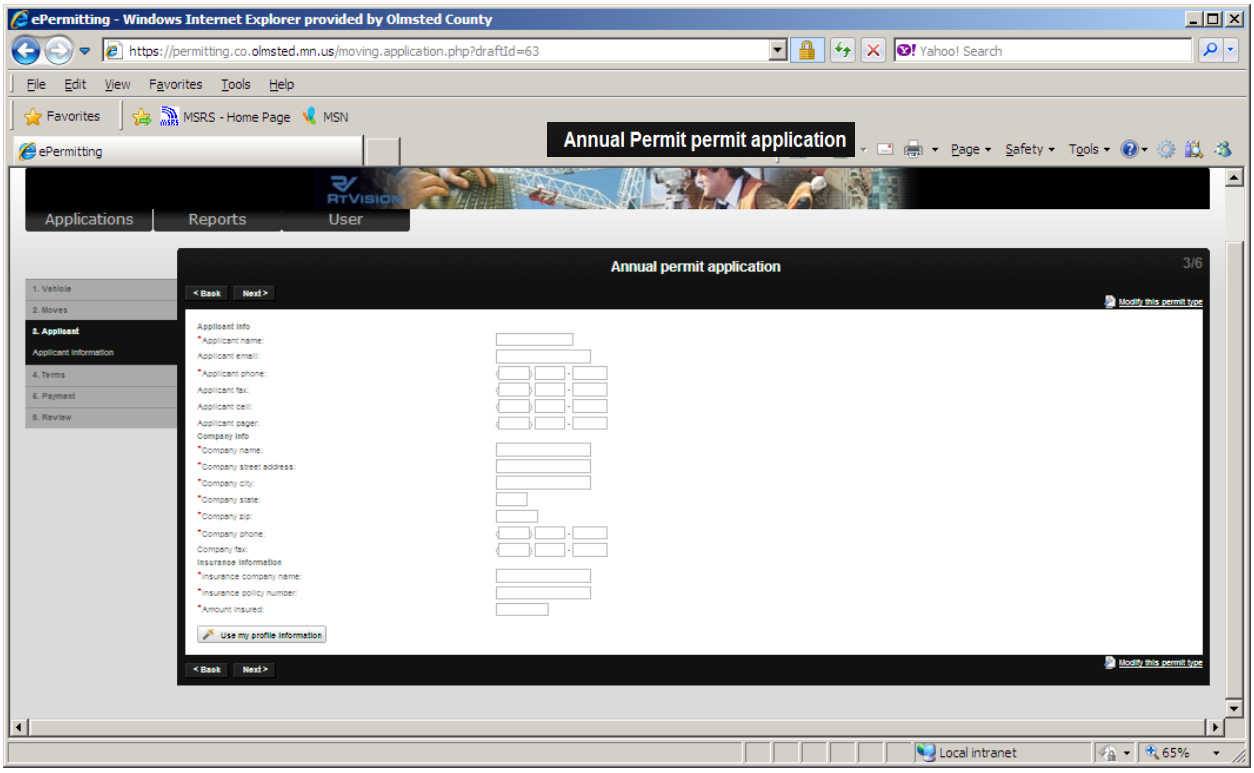
Step 2.
Verify your information is correct and click the save button at the bottom of the page.
Add move
Add or manage all of the fields that display on this step before making your selections.
* Load (Add | Manage)
House
8' 6" x 120' x 13'
80,000 pounds
Created 2 weeks ago
Details | Modify | Delete
* Route (Add | Manage)
Kasson to Dodge Center
12 and 23
Created 2 weeks ago
Details | Modify | Delete
* Axle configuration (Add | Manage)
Axle 1
5 axles in 3 groups, 62,000 pounds
Created 2 weeks ago
Modify | Delete
Trailer configuration (Add | Manage)
None yet
Dates
Move start date
Move end date
State Highways
Has a permit been issued for State Highways?
No
Permit Number
Save your move
Resume application

The *e*Permitting application will now list the move information you just created. You may view details, modify and delete your move by clicking “Details”, “Modify” or “Delete”. You may also add additional moves by clicking “Add a new move”. When you are satisfied with your move information, click “Next” to proceed with the application.



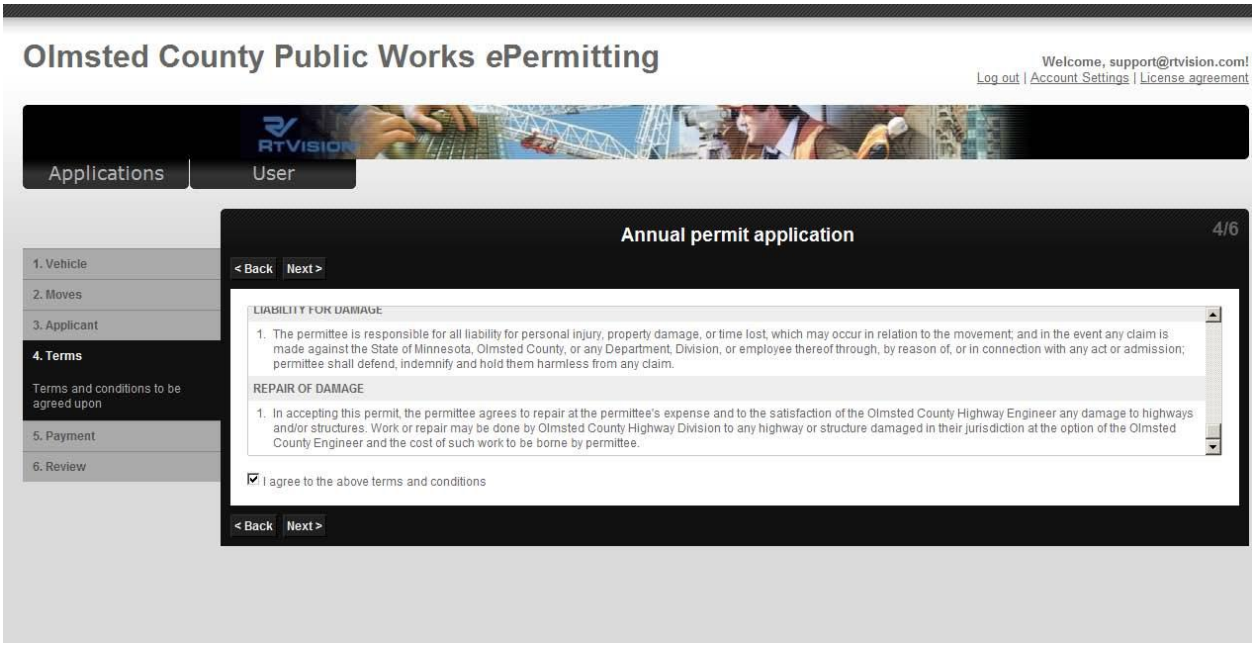
Step 3: Applicant

In this step, verify your company information. If any information is not accurate or up-to-date, you can complete any changes in this step. When you have reviewed all the information to be accurate, click “Next” to proceed with the application.



Step 4: Terms

In this step, review the terms of the Annual Permit. It is recommended you read the terms completely. You are required to agree to the permit terms. Click the box "I agree to the above terms and conditions". Click "Next" to proceed with the application.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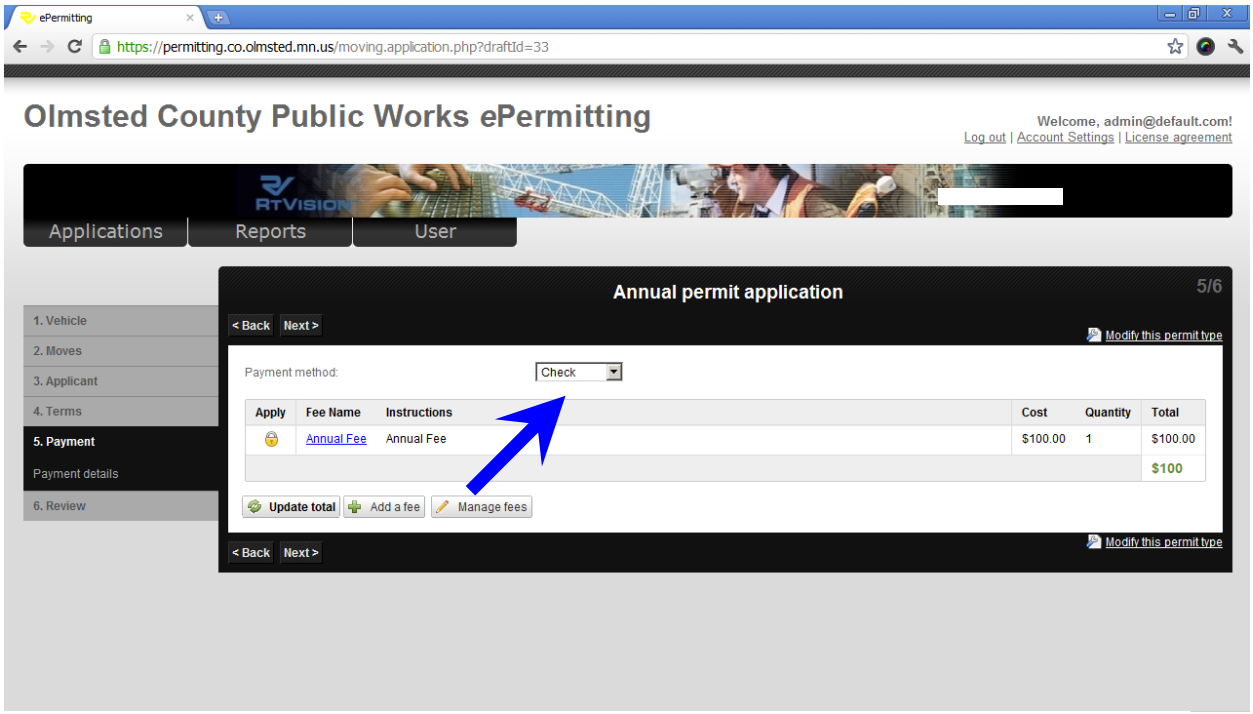
Applications
User
Annual permit application
4/6
1. Vehicle
2. Moves
3. Applicant
4. Terms
Terms and conditions to be agreed upon
5. Payment
6. Review
< Back
Next >
LIABILITY FOR DAMAGE
1. The permittee is responsible for all liability for personal injury, property damage, or time lost, which may occur in relation to the movement; and in the event any claim is made against the State of Minnesota, Olmsted County, or any Department, Division, or employee thereof through, by reason of, or in connection with any act or admission; permittee shall defend, indemnify and hold them harmless from any claim.
REPAIR OF DAMAGE
1. In accepting this permit, the permittee agrees to repair at the permittee's expense and to the satisfaction of the Olmsted County Highway Engineer any damage to highways and/or structures. Work or repair may be done by Olmsted County Highway Division to any highway or structure damaged in their jurisdiction at the option of the Olmsted County Engineer and the cost of such work to be borne by permittee.
I agree to the above terms and conditions
< Back
Next >

Step 5: Payment

In this step, you are required to select a payment method. In the drop down menu, select the payment type. The Annual Trip Permit application fee is listed in the Total column. Fee is payable by check to "Olmsted County Public Works" or by credit card. If paying by check please make sure to reference the permit number. All permits must be paid before they are approved.

After the payment method is selected, click "Next".



Step 6: Review

This step provides an opportunity to verify your Annual Permit information.

THIS IS THE LAST OPPORTUNITY TO REVISE THE ANNUAL PERMIT APPLICATION PRIOR TO SUBMITTING FOR APPROVAL.

It is important that all information contained in the permit is accurate because it may be reviewed by a law enforcement officer. If any permit information is not accurate, click “Back” or click on the step you need to modify. If all the information is accurate, click “Finish” to submit the moving permit application.
Upon submission of the Annual Permit application, you will receive an email stating your. Olmsted County Moving Permit Application has been submitted.

Olmsted County Public Works ePermitting

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Applications | Reports | User

1. Vehicle
2. Moves
3. Applicant
4. Terms
5. Payment
6. Review

Please review your permit details

Annual permit application

6/6

< Back | Finish

Modify this permit type

Application for Annual permit

Draft: 35

Olmsted County Public Works
2122 Campus Drive SE
Suite 200
Rochester, MN 55904

Vehicle information	
Vehicle make	International
Vehicle model	XL1400
Vehicle license	HJKL1233
Vehicle state	MN
Vehicle year	2010
Empty weight	10,000 pounds
Regulation weight	80,000 pounds
Vehicle type	Truck
VIN	HJ1234JKL
USDOT number	12389083080

Applicant information	
Applicant name	Jennifer Thielen
Applicant email	admin@default.com
Applicant phone	(320) 632-0760
Company name	RtVision
Company street address	58 East Broadway
Company city	Little Falls
Company state	MN
Company zip	56345
Amount insured	$0.00

Moving Jan 01, 2012 - Dec 31, 2012

Load information	
Load description	House
Load overall length	120 feet
Load overall width	8 feet 6 inches
Load overall height	13 feet
Load front overhang	1 feet
Load rear overhang	1 feet
Load left overhang	1 feet
Load right overhang	1 feet
Gross weight	80,000 pounds

Route information	
Description	Kasson to Dodge Center
Roads	12 and 23
Length	5 miles
Route details	View route details for this move

State Highways

Has a permit been issued for State Highways? No

Axle configuration

Axle	Weight	Width	Type
1	10,000 pounds	8 feet 6 inches	Single
Axle Group 1: 1 axles, 10,000 pounds			
2	13,000 pounds	8 feet 6 inches	Double
3	13,000 pounds	8 feet 6 inches	Double
Axle Group 2: 2 axles, 26,000 pounds			
4	13,000 pounds	8 feet 6 inches	Double
5	13,000 pounds	8 feet 6 inches	Double
Axle Group 3: 2 axles, 26,000 pounds			
Total - All Axles: 5 axles in 3 groups, 62,000 pounds			

Trailers

No trailers

Payment

Fee name	Instructions	Amount	Quantity	Total
Annual Fee	Annual Fee	$100.00	1	$100.00
			Total:	$100.00

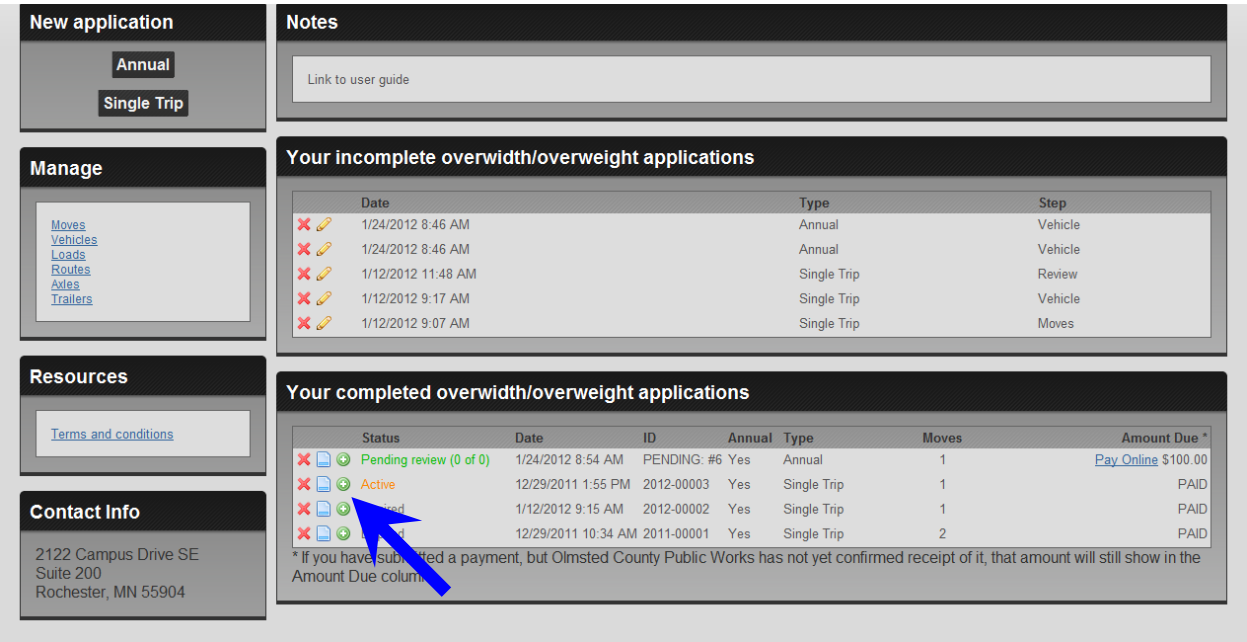
< Back | Finish

Modify this permit type

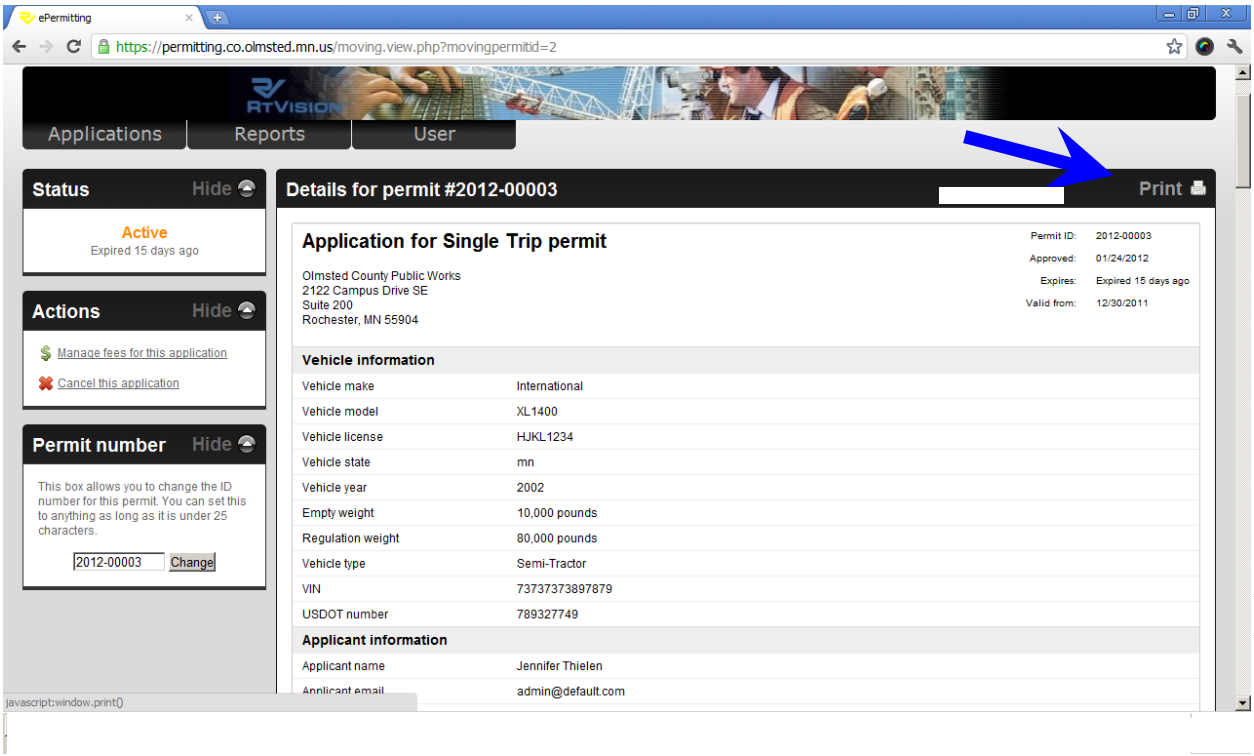
You will be automatically directed back to the main dashboard. The Annual Permit application you just submitted will be listed in the completed moving applications. Click on the document icon to view your Annual Permit.

<u>YOU MAY NOT COMPLETE YOUR FIRST MOVE UNTIL THE MOVING PERMIT APPLICATION IS APPROVED. WHEN APPROVED, THE STATUS OF AN APPROVED MOVING PERMIT WILL BE CHANGED TO "ACTIVE".</u>

Upon approval of the Annual Permit application, you will receive an email stating your Olmsted County Moving Permit Application has been approved.



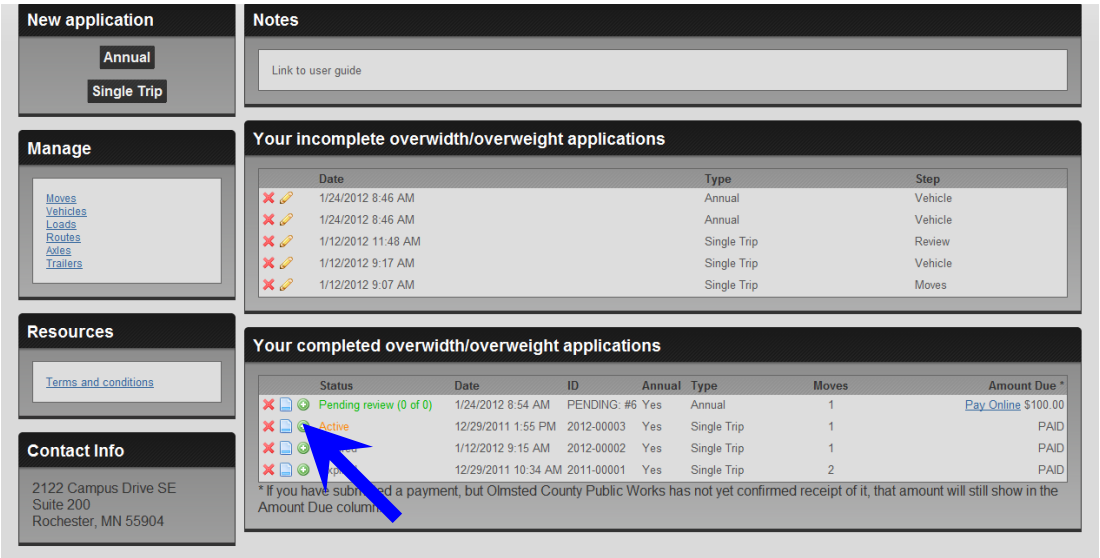
While viewing the Annual Permit, you can print by clicking the "Print" icon in the upper right corner of the *e*Permitting application. Your Annual Permit is automatically assigned a pending permit number when submitted and a permanent permit number when approved. The permanent permit number is listed on top of the permit as AXXXX-XXXX. The first four numbers are the year and the second four numbers are the series number of the permit.



YOU MUST POSSESS A COPY OF THE MOVING PERMIT IN THE TRUCK DURING THE MOVE. YOU WILL BE CONSIDERED ILLEGAL IF YOU DO NOT POSSESS A COPY OF THE MOVING PERMIT IN THE TRUCK.

Adding a New Move to an Annual Permit

To add another move to an approved Annual Permit, click the "+" icon next to your Annual Permit on the main dashboard. You will be asked to complete the move information as originally completed in Step Two. Click "Save your move" to add this move to your Annual Permit then click "Back to application". Your new move is automatically approved.


New application
Annual
Single Trip
Manage
Moves
Vehicles
Loads
Routes
Axles
Trailers
Resources
Terms and conditions
Contact Info
2122 Campus Drive SE
Suite 200
Rochester, MN 55904
Notes
Link to user guide
Your incomplete overwidth/overweight applications
Date Type Step
1/24/2012 8:46 AM Annual Vehicle
1/24/2012 8:46 AM Annual Vehicle
1/12/2012 11:48 AM Single Trip Review
1/12/2012 9:17 AM Single Trip Vehicle
1/12/2012 9:07 AM Single Trip Moves
Your completed overwidth/overweight applications
Status Date ID Annual Type Moves Amount Due *
Pending review (0 of 0) 1/24/2012 8:54 AM PENDING: #6 Yes Annual 1 Pay Online $100.00
Active 12/29/2011 1:55 PM 2012-00003 Yes Single Trip 1 PAID
1/12/2012 9:15 AM 2012-00002 Yes Single Trip 1 PAID
12/29/2011 10:34 AM 2011-00001 Yes Single Trip 2 PAID
* If you have submitted a payment, but Olmsted County Public Works has not yet confirmed receipt of it, that amount will still show in the Amount Due column.

Managing Your Transportation Permits

The main dashboard of the *e*Permitting application is divided into two main sections. The first section is for incomplete moving permit applications you are currently working on and have not yet submitted to Olmsted County. These moving permit applications are listed under "Your incomplete moving applications". The permit listing for this section includes the date you last worked on the permit, permit type and the step you last worked on. When working on a new moving permit application, you may exit the *e*Permitting application at anytime and return later and continue your incomplete application. Click on the "Pencil" icon to continue working on the moving permit application. If you want to delete an incomplete moving permit application, click on the "**X**" icon.

The second section is for moving permit applications you submitted to Olmsted County. These moving permit applications are listed under "Your completed moving applications". The permit listing for this section includes the permit status, date submitted, permit number (ID), permit type, number of moves (applies to Annual Permits only), and the amount due. You may view a completed moving permit application by clicking the document icon next to the moving permit. While viewing a moving permit, you can print by clicking the "Print" icon in the upper right corner of the *e*Permitting application. If you would like to cancel a moving permit application or approved moving permit, click the "**X**" icon.

The following are definitions for each permit status.

Pending Review (0 of 1): The moving permit application was submitted to Olmsted County and is awaiting review and approval by the Permit Administrator. The moving permit is not valid and you may not complete the move.

Active: The moving permit was given final approval. The move may be completed anytime within the allowed date range.

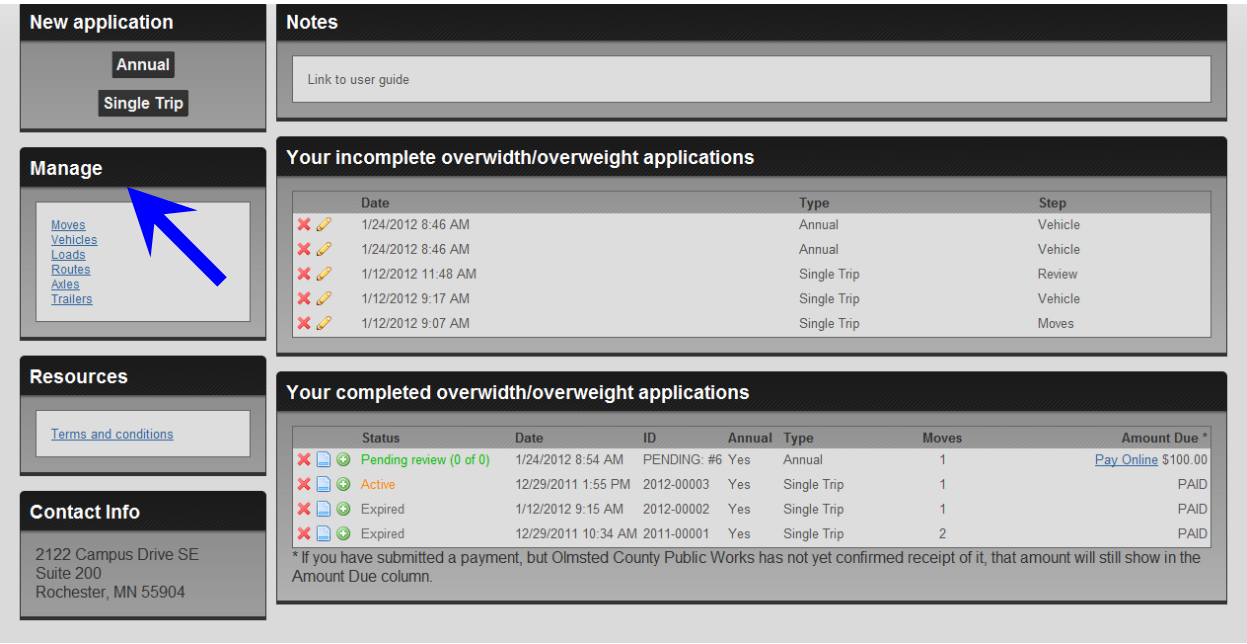
Expired: The moving permit is no longer active because it has exceeded the allowed date range. Annual Permits are valid for 365 calendar days or one calendar year. Single Trip Permits are only valid for approved days with a 10 calendar days Maximum.

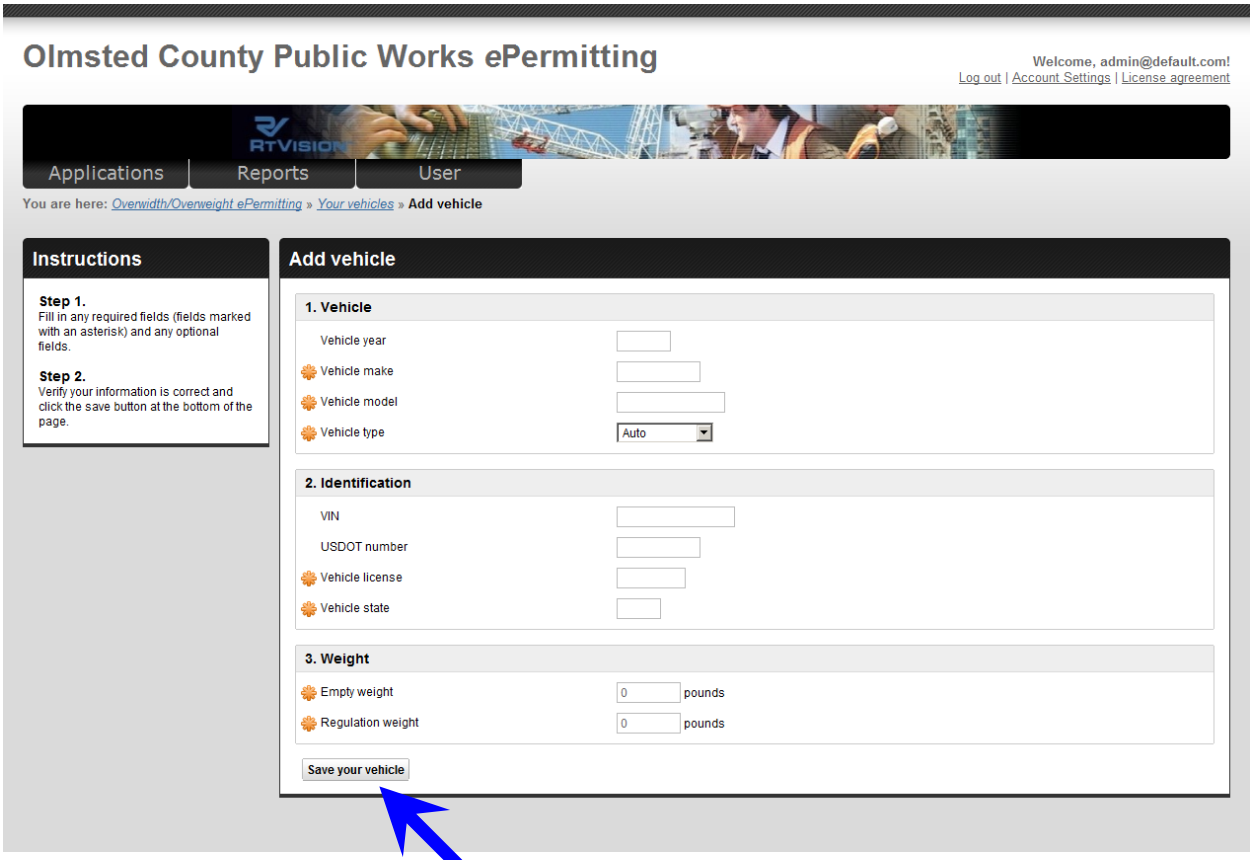
In the "Resources" pod located on the left side of the main dashboard, you can access a copy of the moving permit terms and conditions.

In the "Contact Info" pod located on the left side of the main dashboard, you can view the contact information for the Olmsted Public Works Department.

Manage

Enter your vehicles, loads, routes, axle weights and trailers before submitting an application through the Manage box. This allows you to quickly select from a list of options while completing a permit application. From this area you can also see a list of all your vehicles, loads, routes, axle weights and trailers. To remove from the list on the application, click disable next to the selection.





Resources

If you have questions regarding the *e*Permitting application, please contact the Permit Administrator at the following.

Phone number: 507-328-7070

Olmsted County Public Works Department Address:

Olmsted County Public Works Department
2122 Campus Drive SE
Suite 200
Rochester, MN 55904

Olmsted County Website: https://permitting.co.olmsted.mn.us